



THE INTERNATIONAL OFFICE

# Great Expectations

Valuable Information

ON STUDY ABROAD FOR CBS STUDENTS

2010 • 2011



**Copenhagen  
Business School**  
HANDELSHØJSKOLEN



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# How to read Great Expectations

Great Expectations is a guide made to help you plan a period of study abroad. If you read this guide before you begin asking questions, we will have a lot more time for individual counseling once you have more country or university specific questions.

Great Expectations contains **pre-application information**. It will take you through the procedure of searching for information about universities abroad, preparing your application and what happens once we have received your application. There is also a “checklist for study abroad” which will give you an overview of the procedure of planning a stay abroad. The pre-application information is all you need to read at this point. **Note that there are changed requirements for language testing and application requirements to a number of countries. It is therefore especially important that you read these guidelines carefully.**

Once you have applied and been nominated to study at one of CBS' partner universities, you can find information about **Departure Preparation** on e-campus. If you go to [www.e-campus.dk](http://www.e-campus.dk), you can find a section on “Study Abroad” (on the top navigation bar). Please note that you have to select the English version. There will not be any version in Danish and the part within the Danish section will not be updated.

In the Study Abroad pages, you can find the following:

- An International Experience
- Getting Information
- Exchange Places
- Application Process
- Departure Preparation
- While You Are Abroad
- Returning to CBS
- Travel Report search
- News

In order to read the travel reports, you will need to use your log in and password for e-campus. Please let us know if there is anything that you needed but could not find here.

We hope that you will enjoy reading Great Expectations!

# The International Office - Who can help you

## **CBS International Office**

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2000 Frederiksberg  
Telephone: +45 38 15 30 18  
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E-mail: [outbound.intoff@cbs.dk](mailto:outbound.intoff@cbs.dk)  
E-campus: <http://www.e-campus.dk> > Study Abroad

## **General Inquiries - Reception**

*(How do I get started, where do I look for more information, how do I apply, what are the deadlines, where do I find the material, etc.):*

We have staff at the reception who will be able to help you with general inquiries about planning a semester abroad and how to get started. The staff is available at the following hours:

- Monday-Friday: 9 am – 12 noon and 1 – 3.30 pm
- Please note that the office is closed from 12 -1 every day.

## **Specific inquiries about universities**

Once you have looked at the information material and have an idea of where you would like to go on exchange, you might have some more specific questions. There are five program coordinators who are available by appointment at the following hours:

- Monday and Thursday: 10 am - 12 noon
- Tuesday, Wednesday and Thursday: 1 - 3 pm
- Friday: No availability

Please call the reception to set up an appointment with one of the program coordinators. The program coordinators and their areas of responsibility are listed below.

*International Program Coordinators:*

**Mette Kloch (mk.intoff@cbs.dk), Outbound Team Manager:**

Austria, Canada, Czech Republic, Estonia, Finland, Germany, Hungary, Iceland, Latvia, Liechtenstein, Lithuania, the Netherlands, Norway, Poland, Russia, Sweden and Switzerland.

**Kasper Dam Schultz (kds.intoff@cbs.dk):**

China, Latin America, Taiwan, Spain and USAC agreements.

**Louise Hoff-Clausen (lh.intoff@cbs.dk):**

Australia, India, Japan, Malaysia, New Zealand, Pakistan, The Philippines, Singapore, South Korea and Thailand.

**Laila Benjnouh (lb.intoff@cbs.dk):**

Belgium, France, Greece, Ireland, Israel, Italy, Morocco, Portugal, South Africa, Turkey, United Kingdom. ERASMUS LLP program

**Scott Lewis (sl.intoff@cbs.dk):**

USA and 'Udlandsstipendier'

*Assistant to Program Coordinators:*

**Anne Wright (aw.intoff@cbs.dk)**

General advising, travel reports and exchange library

*CEMS and Double Degree coordinator:*

**Rene Barseghian (cems@cbs.dk)**

*Payment of ERASMUS scholarships, receptionist and CEMS assistant:*

**Lisbeth Heckman Andreasen (lha.intoff@cbs.dk)**

*Director of International Programs:*

**Robin Jensen (rj.intoff@cbs.dk)**

# Why study abroad?

The international element in education has been given very high priority in connection with study programs at CBS. The school has student exchange agreements with 350+ universities and business schools around the world.

As a full-time student at Copenhagen Business School you have great possibilities of including a period of study abroad in your educational program both as part of your undergraduate and your graduate studies. A period of study abroad will both give you an important academic ballast as well as cultural enrichment and personal challenges and contacts.

You will be able to put the knowledge from your studies here in Copenhagen into an international context. Furthermore, the linguistic skills and intercultural insight that you gain during your stay abroad will be of great importance for your options on the job market after graduation.

## Organizing your stay abroad

There are various ways of organizing and financing your stay abroad. It is important to investigate all possibilities and to begin planning early, preferably a year before your planned date of departure. You can start by asking yourself the following questions:

- What is my purpose for taking a semester abroad?
- Where would I like to study?
- During which semester of my study program can I go abroad?
- Which courses do I want to take/must I take? Which courses can be given credit towards my degree from CBS?
- How can I finance my trip and stay abroad?
- What courses or other activities can I participate in that will help me develop the individual profile I need for the future career I am aiming for?
- Is my language proficiency sufficient for study abroad?

**Preparation for a period of study abroad will require considerable time and thought on your part.** There are no ready-made trips available – each one of you should use this opportunity to design a study program, which best suits your own academic and personal interests and needs. Look at the period of preparation as an important part of the whole process and use it to help develop your vision of where you are heading after you have finished your degree at CBS.

Please note that in order to get an exchange place at one of CBS' partner universities; **you are required to be a full time student and take a full course load at the partner university.**

At the International Office we can help with information and advice throughout the whole process from your first speculations about where you would like to go and up to the point when you return to CBS. Academic counseling is available from the student guidance counselors (*studievejledere*) at your study program and through the CBS teachers who have various international connections.

# When to study abroad?

Most study programs at CBS have been tailor-made so one semester is particularly well suited for studying abroad in terms of credit transfer.

## **For business and economics students:**

BSc (HA, HA combination, BLC, ASP and HA.IB) students are recommended to study abroad during their 5th semester.

MSc (*cand.merc.*) students are recommended to study abroad during their 3rd semester.

MSc Int. (*cand.merc.int.*) students are recommended to study abroad during their 3rd semester, but other periods are also possible.

## **For language students:**

BA students are recommended to study abroad during their 5th semester (see the BA Study Program Guide (*Studiehåndbog*), and/or check with your student guidance counselors).

MA (*cand.ling.merc.*) students can study abroad during their 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> semester. However, the International Office does not recommend studying abroad during the first year of your graduate program. If you are planning to study abroad in Europe, you must have passed your **first semester** of your graduate studies at CBS. Partner universities in North America, Australia and Asia require that you have passed your **first year** of graduate studies before accepting you for exchange.

In any case, check your Study Program Guide (*studiehåndbog*) and if in doubt discuss your situation with your student guidance counselors (*studievejledere*).

# Where to study abroad?

Once you have decided **when** to go, it is time to consider **where** to go. One of the most important elements in the preparation of your application is the search for information about universities and business schools abroad.

It is very important that you research the schools carefully to make sure that they offer the courses you need to take in order to get a full credit transfer. Even if a program is open to students from your program you might not be able to find all of the courses that you need or want.

In appendix C in the back of this booklet you can find a list of the institutions which CBS has exchange agreements with.

**In order to get an updated list of partner institutions and the number of exchange places available in the academic year 2010/2011, please go to [www.e-campus.dk](http://www.e-campus.dk) > Study abroad > Exchange places. Note that additional new partner opportunities can be added in the coming months so make sure to check e-campus regularly.**

In the list of exchange places on e-campus, you can see the number of exchange places available and which level of study is available. If we list “undergraduate” this means bachelor-level studies. If we list “graduate” this is master-level studies. **However, this does not guarantee that the institution offers the courses necessary for your particular interests and subsequent credit transfer to CBS. You are yourself responsible for checking whether the**

## **courses offered are in compliance with your study board requirements and your own personal needs.**

If you see on the list that an agreement is Closed 2010/2011 it means that we have no places available for exchange at this school next year. This is due to an imbalance in the number of students we have exchanged.

For some universities we only have an exchange agreement with a specific department or faculty. This often means that you are limited to take courses at that faculty and **do not** have access to courses at other faculties. You can see on the list on e-campus if our agreement is with a specific faculty or department.

### **Sources of information for your research**

To find more information about the universities and the countries, you can make use of the following sources:

- Information meetings for all students during the weeks 37 - 39. Dates and locations are posted on [www.e-campus.dk](http://www.e-campus.dk) › Study Abroad › Getting Information.
- Blogs and photos from students who are abroad in the fall 2009 semester: [www.cbs.dk/cbs\\_international/cbs\\_students\\_abroad](http://www.cbs.dk/cbs_international/cbs_students_abroad)
- The websites of the universities which we have exchange agreements with. You can find direct links to the universities on [www.e-campus.dk](http://www.e-campus.dk) › Study abroad › Exchange places. The website are also listed in appendix C. However, please note that the information shown on a university website is usually aimed at students seeking to do a full degree program at the institution in question. Some of the information (for example on payment of fees or subject requirements for completion of degrees) may therefore not apply to a CBS student wishing to attend as an exchange student on a short-term, non-degree basis.
- Travel reports (incl. budget statements) written by CBS students who have spent a period of study abroad. The reports give the most recent information on host universities seen from students' point of view. However, many universities have a specific section of their website aimed at exchange students. You can read about the courses they have taken (and the ones to avoid) and how they found housing. The reports are available on [www.e-campus.dk](http://www.e-campus.dk) › Study abroad › Travel report search.
- Fact sheets on each partner university in the International Office or on [www.e-campus.dk](http://www.e-campus.dk) › Study abroad › Exchange places.
- Course catalogues and other relevant printed information from all of CBS partner universities is available in the International Office reception.
- Collections of information on credit transfer (examples of previous pre-approvals of credit transfer). This information is available at the reception of the International Office
- International Forum on October 6, 2009 at 3 pm in Ovnhallen at Porcelænshaven. Exchange students at CBS will tell about student life at their home universities along with CBS students who have previously been on exchange.

### **Being a “buddy”**

You can volunteer to serve as a buddy for new exchange students at CBS who arrive shortly before the start of each semester.

This type of contact with exchange students from partner universities can give you very valuable access to information on their home universities, as well as being a lot of fun. By serving as a buddy, you help to support internationalization of CBS. Contact the International Office a couple of months before semester start to register or download the registration form and information from e-campus.

In cases where we have two students applying for the same place with similar grade point averages, we will select the student who has been a buddy for incoming exchange students.

### **Study Abroad on an exchange program**

Exchange places are generally tuition free. Most of the CBS exchange agreements are based on a bilateral agreement to waive payment of tuition for students nominated for exchange by the partner university. Even though you have been selected for a tuition-free exchange, there may be other fees you must pay: administration fees, activity fees, library fee etc.

The CBS agreements are based on a no-fee/no degree arrangement which means that you take courses at the host university but cannot complete a degree there (exceptions to this rule are the CEMS-program and double degrees).

**Please note that students are not likely to be chosen for an exchange to a country in which they have already enjoyed a period of study abroad. Neither are students likely to be chosen for an exchange where they are “going home” i.e. foreign degree students at CBS who apply for a semester in their home country.** This is because your period of study abroad should increase your international experience, not replicate it.

### **Exchanges involving the payment of tuition**

There are, however, a few exceptions to the rule that exchange students do not pay tuition for their period of study abroad. If you are chosen for one of the tuition paying places you can apply for the Danish Government's Udlandsstipendium, please see Appendix E. These schools are all located in the USA, Australia, United Kingdom or New Zealand and many of them give CBS students a reduction in their normal tuition fees.

A comprehensive fee covering both partial tuition and living expenses is charged at some partner schools in developing countries. These funds are used to generate scholarships for their students coming to CBS to help guarantee a continuing balance in exchange.

### **Other possibilities**

If you would like to study at a university which is not listed as a partner school of CBS, you can choose to arrange a semester (or year) abroad yourself as a free mover. Please read the section “*Alternative possibilities of study abroad*”. Such arrangement will almost always involve the payment of a tuition fee and the International Office is not able to help you arrange a free mover semester abroad.

## **Preparing your Application**

### **Application form**

The application form will be available from October 1 till December 1 at [www.e-campus.dk](http://www.e-campus.dk) > Study abroad > Application process. The application form is a writable pdf file and it is important that you complete the application form on your computer and print it. **No hand written applications forms will be accepted.**

## Enclosures

**Note that you must submit the following items with your application:**

- **Language test result(s).** You must pass a test in the language of instruction at the universities you are applying for and many countries have minimum requirements (please refer to the section “Language Tests and Language Courses” for further information and exceptions, as well as check the requirements on [www.e-campus.dk](http://www.e-campus.dk)).
- **Graduate students must include a resume/CV** (not applicable for undergraduate students) describing their work experience. Please clearly indicate starting and ending date of each job, the average number of hours per week and the areas of responsibility in the job. Please see Appendix F for further information.
- **Graduate students who have a bachelor’s degree from a Danish university other than CBS must submit a certified copy of their bachelor’s diploma.**
- **Graduate students who have a bachelor’s degree from a non-Danish university must submit a certified copy of their bachelor’s diploma.** An **official** explanation of the grading scale used for your bachelor’s degree must be included. The scale must contain information about all the grades in the grading scale, the lowest passing grade and the highest grade obtainable. It is also desirable to get an explanation of the distribution of grades in the year you graduated from the university where you earned your degree.

**By an official grading scale we mean:**

1) Grading scale which is included on your bachelor’s diploma, and/or 2) Diploma Supplement, and/or 3) letter from the university which issued your grade containing the above mentioned information.

# Deadline for Application

Deadline for on-line application for study abroad during the academic year 2010-2011 is:

**Tuesday, December 1, 2009 before 3 pm**

## **Submission of application and enclosures**

The application with required enclosures must be submitted in a paper version either by:

- 1) coming to the International Office in person before 3 pm on December 1, 2009 (the office located at Porcelænshaven 24B, 4. floor) or
- 2) sending the documents by regular mail. The letter must be **postmarked** no later than November 30, 2009.

This must be sent to:

Copenhagen Business School  
The International Office  
Porcelænshaven 26  
2000 Frederiksberg  
Marked "Application 2010-2011"

## **Alternative placement**

You can indicate in your application that you are willing to consider an **alternative placement (ledig plads)** if your first four priorities cannot be met. Please note that this will not affect our efforts to place you at one of the four priorities. Your application will still be given full attention. If your priorities have not been met, you are invited to submit a list of new priorities from a list of available places.

Please note that the offer of an alternative place does not mean that you have been rejected. It usually is an indication that you have given highest priority to the same schools as a large number of other CBS students. Since we only have a limited number of places at each school, redistribution is often necessary.

**Please note that your application is not complete and cannot be accepted if we do not receive your enclosures in time.**

## **After the deadline**

It will not be possible to submit applications after December 1, 2009 at 3 pm. The possibility to apply for alternative places will re-open in March 2010.

# Timetable - The Annual Circle

September, 2009:	Information meetings
September 28, 2009:	Last registration day for language tests
October 6, 2009:	International Forum - Porcelæns haven (3–5 pm)
September – November 2009:	Research your options, search for information, take a language test.
December 1, 2009:	Deadline for submitting your application (3 pm)
January – February 2009-10:	Selection and nomination of students
Mid-late January 2010:	Letter of nomination to CBS students from the International Office
Late January 2010:	Deadline for second round applications for those students who have already applied in December
February – April 2010:	The International Office will forward the nominations to the host universities
February – April 2010:	Pre-departure meetings
March, 2010:	Third round open for all applicants who have not applied before
March – July 2010:	Applications to host university, course selection, visa, etc.

**The timetable for the application procedure in more details is as follows:**

## 2009

**September 9-25:** Come to one of our Information Meetings about an exchange semester abroad. Dates are announced on [www.e-campus.dk](http://www.e-campus.dk) > Study Abroad > Getting Information.

### September 28:

Deadline for signing up for language tests in October and November. Check the Language Center's website for specific test dates: [ww.cbs.dk/langcen](http://ww.cbs.dk/langcen).

### October 6, 3-5 pm:

International Forum at Porcelæns haven, "Ovnhallen". Meet a student from your coming host university. Investigate exciting possibilities that you might have overlooked.

### October and November:

Language proficiency tests. Search for information and prepare information for your application for exchange.

**November 2:** Application deadline for Double Degrees

**November 16:** Application deadline for the CEMS program

**December 1 at 3pm:** Deadline for applications to study abroad in 2010-2011

## **2010**

**Mid-Late January:** You will receive either a letter of nomination for an exchange place, an offer of an alternative placement or a letter of rejection.

**Early-Mid February:** Distribution of alternative places.

**Late February - April:** Distribution of available places (ledige pladser) to late applicants.

**March 1:** Deadline for applications at the International Summer University Program at CBS where you can take an elective or two if your program at the host university is shorter than a normal semester or if you need a course not offered at your host university.

## **February – August**

Students must fill in applications for their coming host university. Please remember to respond immediately to all correspondence from your coming host university as placement in courses and housing is often done on a first-come, first-served basis. It is also important that you meet the deadline of your host university as you have not been formally accepted until they have read your application and sent a letter or e-mail of acceptance to you.

## **April - June**

Students going abroad in the fall semester should apply for pre-approval of their study plan at the relevant study board. Note that study boards do NOT meet during the summer.

## **Late June – early August**

The CBS International Summer University Program takes place.

## **Mid-July**

Scholarships are calculated and grant letters sent to all ERASMUS LLP or NOREK exchange students informing you of the amount of your grant. See the section "Scholarships".

## **August-September-October 2010 / January 2011**

The majority of students depart for their host universities.

## **October – November**

Students going abroad in the spring semester should apply for pre-approval of their study plan at the relevant study board.

## **2011**

### **January - July**

All students must send in final travel reports and budget statements within a month after the completion of their period of study at the host university so your information can help coming CBS exchange students.

### **Credit Transfer:**

You are personally responsible for submitting your application for the final credit transfer to the study board of your study program. This can be done when you have received your transcript from your host university.

# Language tests and language courses

## Frequently Asked Questions

### Why are the language tests required?

The language test results are required for two main reasons:

First of all, many of our partner universities demand that we provide evidence of language proficiency or a certain test result when sending students on exchange.

Second, the language test results are for the students' own protection: students who are insufficiently prepared linguistically face greater difficulties during their stay abroad and often fail their exams. CBS want to be sure that you have the linguistic proficiency required to pass your courses and get both academic credit and full personal benefit from your stay.

Please note that in order to apply for an exchange place in **Australia, New Zealand and Singapore**, you must obtain a TOEFL score of at least 570 points. The equivalence of this score is 88 on the internet-based test when taking the International TOEFL. In order to apply for Australia, you must take an INTERNATIONAL TOEFL test and score a minimum of 570 (PBT), 230 (CBT) or 88 (IBT) or take an IELTS test and score a minimum of 6.5. Most universities have a higher requirement so please check [www.e-campus.dk](http://www.e-campus.dk) > Study abroad > Exchange places, for the requirements of each university. Please note that if you have previously taken an International TOEFL test, you cannot use it if it is more than two years old at the time of applying to your host university.

### When are the tests?

All the major language tests are offered in October/November 2009. It is an advantage to take an early test if you are unsure of your level. The exact test dates for fall testing session are available at The Language Center homepage: <http://www.cbs.dk/langcen> (click on language tests)

### How do I register for a language test?

There is a registration fee of **DKK 525** for each test. The **deadline** for registration is **September 28, 2009**. Late registration (after the registration deadline) is on a first-come, first-served basis - depending on space available! A late fee of **DKK 150** will be added to the price.

*Registration after the deadline cannot be guaranteed!*

You can register and pay for language tests online through the CBS Webshop. Please go to [www.cbs.dk/langcen](http://www.cbs.dk/langcen) to begin your registration. Click on "Language tests" and then "Registration details".

Registration is not complete until you submit both a registration form and a webshop payment. You CANNOT reserve a place without paying. Registrations received without payment will not be honoured!

Each test is offered on a specific fixed date, so be sure to reserve the date of the test you register for in your calendar.

### When will I get confirmation of my registration?

When you pay the registration fee via the Webshop you will receive a receipt and e-mail confirmation. Once you have paid the fee, you are technically registered for a test. The complete registration process normally takes about 10-12 business days, after which you will receive written documentation of your registration.



## Are there any exemptions?

### English:

- Students who completed an International Baccalaureate with a certificate from the IB committee in Geneva prior to starting at CBS (This does not include the European Baccalaureate and the International Business Baccalaureate).  
*Please note that not having the TOEFL test might exclude you from acceptance at some universities.*

### All foreign languages (including English)

- Students who have completed a full university degree (i.e. have completed all 3 or 4 years) from a country where English is the native language do not have to present other documentation for language proficiency. This is not the case for countries where English is one of many languages used but not the generally spoken language.

NOTE: Students who have done a full university degree at schools in countries where English is not the national language MUST submit documentation for English proficiency.

- Danish students, who wish to study in a Nordic country, except those applying for the Stockholm School of Economics.
- Students applying for study abroad at institutions where a language not mentioned above is used should document that they have a basic knowledge of the language in question.

**Applications for dispensations based on previous educational experience should be made in writing** (Danish or English) and sent to the following address:

The Language Center  
Porcelænshaven 24B, 4  
2000 Frederiksberg

or

langcen@cbs.dk

Dispensation applications should include all appropriate documents including school transcripts, certificates and test results. Applications and requests for dispensation will NOT be handled over the telephone or in person.

The price for processing an application for dispensation by The Language Center is DKK 200. (Dispensation requests will be handled as quickly as possible. However, plan on at least 10 business days for processing).

### How will I be tested?

#### 1. English (TOEFL)

To provide a standardized and reliable score for the large number of students who apply for exchange as inexpensively as possible, CBS administers the Institutional TOEFL (Test of English as a Foreign Language).

Note that this test can only be used for CBS' internal selection for exchange and not for free mover applications, applications for exchange to Australia or admission to degree programs abroad, where you should take the international TOEFL instead (see below).

## What is the TOEFL?

The TOEFL is made up of three sections that are separately timed. The questions in each section are multiple-choice format, with four possible answers per question. All responses are marked on answer sheets that are computer scored.

Section 1 - Listening Comprehension

Section 2 - Structure and Written Comprehension

Section 3 - Reading Comprehension

The TOEFL has 140 questions and a testing time of 115 minutes. You can expect the exam process to take approximately 2<sup>1</sup>/<sub>2</sub>-3 hours including check-in, administration and testing.

**After you have registered for the Institutional TOEFL and paid on the CBS Webshop (<https://webshop.cbs.dk>) you will receive an Examinee Handbook containing:**

- Sample exercises
- Detailed information on how to take the test (note that many Danish students are not used to taking this type of test and should read this information before the test to save time and avoid frustration in the test situation)
- Explanation of the test procedure
- An admission form
- Information on the interpretation of the results

## How can I prepare for the TOEFL?

TOEFL preparation texts, practice tests and tapes/CDs are available at the CBS libraries (Solbjerg Plads and Dalgas Have). There is also a link to practice materials on The Language Center homepage ([www.cbs.dk/langcen](http://www.cbs.dk/langcen)).

## What if I miss the Institutional TOEFL/ What if I need an International TOEFL?

If, for some reason or other, you cannot take the TOEFL here at CBS or need an International TOEFL, you should contact the European TOEFL office to register for an International TOEFL at [www.toefl.org](http://www.toefl.org). There is an administration center in Malmö, Sweden.

The International TOEFL (**paper and pencil** version) is administered in Denmark several times a year. There are a limited number of seats available for these tests, so be prepared to register early. To register go to the TOEFL website (see above). You CANNOT register for an International TOEFL via The Language Center. Please note that the internet-based version of the test is offered in Malmö where more test dates are available.

**Do I have to take a TOEFL if I plan to study, for example, in France (in French) but want to register for one course offered in English?**

You should take a test in the main language of instruction of the school you want to attend, in this example you need a test in French. However, if you plan on taking half of your courses in English, we advise you to take both a French test and an English test (TOEFL).

## **2. Danish, French, German, Italian, Russian and Spanish:**

The tests are made up of two sections:

- 1) listening comprehension and writing
- 2) oral interview

Each test takes approximately 1 hour in total.

Students will be evaluated on a pass / conditional pass / fail basis. Detailed information about the tests is available from The Language Center's homepage.

### **How can I prepare for the tests?**

There are no standardized preparation materials for the Danish, French, German, Italian or Spanish language tests. You can read about the requirements of these tests on The Language Center's homepage. To prepare for a test, you should read business/news articles and listen to/watch radio & TV broadcasts in the target language, and practice writing summaries of these. In addition, you may want to practice your listening and oral skills (summarizing an article, answering questions, etc.) with some of CBS' visiting exchange students.

### **3. Japanese and Chinese**

The **Japanese language test** is very similar to the Japanese Proficiency Test. The test will be multiple choice and include reading comprehension, listening comprehension, grammar and kanji recognition. The language program at Hokkaido-Tokai requires proficiency equivalent to level 3 on the Japanese Proficiency Test.

The **Chinese pre-test for study abroad** is a multiple choice test very similar to the Hanyu Shuiping Kaoshi (HSK), elementary level. The test will be multiple choice and include listening comprehension, grammar and structure and reading comprehension.

### **How 'good' should my language skills be?**

The results of these tests are used to determine if you are prepared to study at a partner university. Students must prove that they will be able to pass their exams while abroad and, in this way, be appropriate ambassadors for CBS.

The grading criteria are based on language proficiency levels from the Common European Framework of Reference for Language (Council of Europe). For more information about these criteria, refer to The Language Center's homepage.

Students who are going to study in German, Russian, Spanish, Italian or French and who receive a "conditional pass" will be required by the CBS International Office to follow language courses before semester start. After you have been nominated for an exchange place, you must submit a proof of registration for language course(s) to the CBS International Office before May 1, 2010.

**TOEFL results less than 550 will not be accepted. Students can retest and apply with a higher result in the third round in March 2010.**

These general language test requirements are MINIMUM level requirements made by CBS in order to 1) ensure that none of our students is sent on an exchange for which they do not have at least the minimum level of knowledge necessary to participate actively in classes and benefit from the exchange experience and 2) that we as an institution can document that we take the issue of our students' language competency seriously.

Furthermore, please note that it might not be sufficient to just meet these minimum requirements, for example not all partner universities will accept students with a conditional pass in their language test. Before you apply for exchange, it is therefore your responsibility to check our list of exchange places to see if there are specific language requirements listed by the universities you are interested in that might be higher than these minimum levels. If you do not live up to the specific language requirements listed, you will not be able to apply for these places. The list can be found at [www.e-campus.dk](http://www.e-campus.dk) > Study Abroad > Exchange Places.

### **When will I get my results?**

Results for ALL language tests will be mailed approximately 3 weeks after the test. Scores will NOT be given over the phone or by e-mail.

### **For further information contact:**

The Language Center  
Porcelænshaven 24B, 4.  
2000 Frederiksberg  
Tel: 3815 3351  
langcen@cbs.dk

### **Language Courses**

#### **Language courses @ CBS**

The Language Center offers a variety of language courses for academic preparation. For more info see: [www.cbs.dk/langcen](http://www.cbs.dk/langcen) (click on **Language Courses**)

#### **Language courses abroad**

On the initiative of the EU-Commission, intensive language courses are held each summer for Erasmus-students (students going to European programs only). Please search the host university's homepage for more information for Erasmus students. Furthermore, students can contact the Goethe-Institute (German) [www.goethe.de/ne/kop/deindex](http://www.goethe.de/ne/kop/deindex), the French Institute (French) [www.amba-france.dk](http://www.amba-france.dk), and the Spanish Cultural Institutes (Spanish): <http://diplomas.cervantes.es>

Information on language courses abroad can be found at the following web address:

<http://www.language-learning.net>

The International Office also has a collection of information received from Language Programs abroad.

Other language courses are offered at "Studieskolen" - [www.studieskolen.dk](http://www.studieskolen.dk)

## **GMAT test**

The following information is only for **free-movers (at the graduate level)** organizing their own stay abroad. Students going on exchange to CBS exchange partner institutions on non-degree exchange are exempted from the test.

Many graduate MBA programs will require that you have taken a GMAT test in order to be accepted in their programs. The GMAT test can be taken Monday to Friday at 9 am or 1 pm at Microworld, Drejervej 15, 5.sal, 2400 Copenhagen NV. Registration only at: [www.pearson-vue.com](http://www.pearson-vue.com). If you are interested in more information about a preparation course for the GMAT test, you are welcome to contact Lene Olsen at C3, phone: 36919154 or e-mail: [lol@c3.dk](mailto:lol@c3.dk)

# The Selection Procedure

Please read the section below to be advised about the selection procedure for exchange places at CBS' partner universities.

## Criteria

Exchange places are distributed to students according to their grade point average (GPA) with the highest GPA placed first. In a situation where there is competition with other students applying for the same university, all students will be listed in order of grade point average and the students with the highest GPA will get the places. Students, who have an international bachelor's degree, i.e. from a non-Danish university, please see below. In cases where there are two or more students with a **similar** GPA, we will 1) prefer the student who has been actively involved as a buddy or exchange crew for incoming exchange students, or 2) make a draw (lodtrækning) for the place among the students.

**At partner universities where CBS has a large number of places, the International Office reserves the right to select students representing a broad range of programs at CBS to avoid large groupings of students from the same program at the same schools abroad. In this case, students with the highest GPA from a number of programs will be selected.**

When students have been selected on the basis of their GPA, we will check if these students have the language test score required for the university they are selected for. If the host university has a requirement of work experience (will be listed on e-campus > study abroad > exchange places), we will also check to ensure that the selected students have the required level of work experience.

## 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> priority

Students can apply for a maximum four universities in order of priority. The students who did not get their first priority will still compete for places at their next three priorities. A student who did not get his/her first priority will be moved to the list of applicants to the next university on his/her list. We will then look at the list of applicants again, and the student with the highest GPA will get the place. This means that you will have a chance to qualify for all four priorities.

## The Grade Point Average (GPA)

The GPAs are drawn from the CBS central administrative system which is used by all study programs.

For all students in the Bachelor programs, the system generates a GPA after the 1st year of studies. A GPA cannot be generated at any given time of the bachelor studies, so therefore the International Office must use the 1st year GPA as basis for the distribution of the exchange places. This is the case for all applicants regardless of program structure. If a student does not have a 1st year GPA due to failed courses, the student can apply for remaining places in the third round. The place the student will be given will be on the condition that the student passes all courses before departure. If not, the student will not be able to go.

For all students in the Master programs, we base the distribution of exchange places on the GPA from your bachelor's degree. This is because many MSc students do not have master's level grades until mid to late January. The International Office handles applications and place students in December and early January and therefore the MSc grades are not included in the evaluation for any graduate applicants. Students wishing to study abroad at the graduate level cannot apply for exchange places until they have completed a bachelor's degree.

Students who hold an international (non-Danish) bachelor's degree must submit an official grading scale from the institution or country where the degree is obtained (see more details below "International Bachelor's degrees").

**Please note for all students: If you are applying for exchange to a university in Australia, Canada, New Zealand or the USA, your grade point average must be at least 7 on the new Danish Grading Scale.**

The International Office has set this minimum grade point average for the five above mentioned countries in order to ensure that you can get admitted to partner universities in those countries. In most cases you have to go through the same admission procedure as normal full degree applicants at the partner institution after your nomination by the CBS International Office. Over the years we have seen cases where students' applications were turned down and we are trying to ensure that this will not happen. With the implementation of the new grading scale in Denmark, the International Office has made a renewed comparison of the Danish grading scale and grading scales from abroad. It is our decision that in order to apply for places in Australia, Canada, New Zealand and the USA, your grade point average must be 7 or above.

It is important to stress that it is still possible to go abroad if your GPA is not in the top end. Not all universities have competition for the places and in those cases; places will be given to the students who fulfill the admission requirements. Rumors are also often that you have to be a top student in order to get a place in e.g. Canada or the USA but the fact is that there are a number of institutions where competition is fierce but we also have a number of institutions with few or no applicants. The popularity of certain countries or specific universities changes from year to year so it is unfortunately not possible to make a list of those universities.

### **New grading scale**

Students who have obtained a Danish bachelor's degree before September 2007 will have a grade point average on the old grading scale. This average will be converted to the new grading scale in order for you to be able to compete with other students for the exchange places.

### **International Bachelor's degrees**

If your degree is from a non-Danish university, you must include an **official** explanation of the grading scale used for your bachelor's degree when you apply for a semester abroad. On the basis of the grading scale, an equivalency of your grade to the Danish grading scale will be made.

The grade conversion will be made on a case-by-case basis. Remember that any information that you can provide about the use of the grading system at your former university will increase the precision of the grade conversion process (see the section on "Preparing your application" for a list of things which can be submitted).

**If you would like to get your foreign grades converted BEFORE the application deadline, you must submit documentation to the International Office before October 1, 2009.** Please enclose all required documentation which explains the grading system as well as all pages of your degree diploma (not only the cover page but also the pages with all separate grades obtained during your studies). You will receive a reply by early November.

### **Language test**

When you apply for exchange places, some universities require a certain minimum score on your language test. This score will be listed on [www.e-campus.dk](http://www.e-campus.dk) > Study abroad > Exchange places for your reference. When selection is made for exchange places, the International Office will check that you fulfill the language requirements.

Students do not compete on their test scores. The test scores are important and you can read more about why the test is needed in the section “Language Tests and language courses”

Please note that if you are applying for exchange in Australia, New Zealand or Singapore, your TOEFL score must be at least 570.

### **Work experience**

Some MBA partner schools require that students have had at least a few years of relevant work experience in order to be accepted into their programs. These requirements are listed on e-campus, if any. Please check [www.e-campus.dk](http://www.e-campus.dk) > Study abroad > Exchange places and see under each of our partner institutions.

Relevant work experience presupposes a certain level of job responsibility in a position directly relevant for your academic studies. The job can also have included responsibility either as a project manager or within personnel management.

When we select students for a university where work experience is required, we check that the students selected for those places on the basis of their GPA, also fulfill the work requirement. Therefore you have to submit your CV if you are a graduate student.

### **Second and third round**

We conduct three rounds of applications. All students who apply on December 1 but do not get one of their four priorities can apply again within a week or two after the receipt of the rejection letter. This is what we call the second round. The specific date and time will be posted on e-campus. You can choose as many universities as you want from the list of available places and hand in the new list at the International Office. You do not need to make a new application. It is, however, important that you make sure that the universities offer courses that are relevant to your study program.

If you did not apply in the first round of applications in December, you can apply in the third round in March if you have passed all of your exams or have signed up to retake your exams before the exchange semester begins. You will get a conditional place if you have not passed all of your exams. You can submit a list with four priorities from the updated list of available places on e-campus. The third round runs from the beginning of March until the beginning of April. We will post the available places approximately a week before we open up for applications so you will have time to research your options before applying. The places are on a first-come first-served basis and you do not compete on your GPA as is the case in the other two rounds. You will usually get a reply a few weeks after you have submitted your application.

**Please note that the exact dates of the second and third round will be posted on e-campus after December 1, 2009.**

## **Cancellation**

The International Office expects that you will accept the exchange place you have been nominated for. If, because of extraordinary reasons (such as illness), you have to cancel your planned study abroad, you must report this to the International Office as soon as possible. Late cancellations will often mean that no CBS student will be able to use the place.

In the Reception, you will be given a form on which you will have to give an explanation for the cancellation. Cancellations must **always** be in writing.

The International Office will inform the university in question, but as a common courtesy you should also directly inform persons who you have been in contact with or who have helped you regarding e.g. accommodation.

### **Change of Exchange Place**

When you apply for an exchange place, we expect that you have given your choice of universities thorough consideration and checked that they offer the courses you need for credit-transfer (please note that if we only have an agreement with the Business Faculty, you are not always able to get courses from other faculties). This applies to all of your four priorities and to a possible application for remaining places.

Once you have been nominated for an exchange place to one of the universities you applied to in either first or second round of applications, you can only change your place by doing the following:

1) First cancel the exchange place you have in writing, 2) Pay an administrative fee of DKK 500 for re-application (payment instructions will be available in our reception), 3) Hand in your new application and a copy of the payment of the re-application fee.

## **Alternative possibilities for a semester abroad**

### **Individually Organized Study Abroad (Free-mover)**

Some CBS students prefer to organize their period of study abroad on their own, e.g. students who have special academic interests, which cannot be met at existing CBS-partner institutions.

If you choose to organize a period of study abroad as a free-mover, then you must be prepared to invest even more time and energy in preparing the stay, as all contact to the coming host institution must be made by you yourself.

If you are considering a stay as a free-mover, then you should ideally start planning your stay a year and a half before your planned date of departure in order to be sure to be able to gather the necessary information and get the necessary application forms etc. in time.

As a free-mover, you may be required to take tests such as the GMAT or International TOEFL tests in connection with your application for admission to the foreign institution. More information is available on: [www.toefl.org](http://www.toefl.org), [www.mba.com/mba](http://www.mba.com/mba) and [www.c3.dk](http://www.c3.dk). These tests are NOT offered by CBS.

Please note that you often have to register for the test well in advance of the test date as very few tests are held in Denmark. If you do not secure a place for a test in Denmark, you may have to plan to travel abroad to take the test (another reason why you must begin planning your stay well in advance of your departure date).

As a free-mover, you will often have to pay tuition fees at your host university. Sometimes up to DKK 50,000.00 per semester. If this is the case, you should begin sending your applications for additional financial support to external sources well in advance of your planned departure. CBS cannot give financial support to cover tuition expenses.

The Danish Government passed a law two years ago which allows Danish citizens to study abroad for up to 2 years and have part of their tuition fee paid by the Danish State. Certain conditions apply. Please see Appendix E.

### **Organizations offering information on higher education in other countries**

#### **United Kingdom**

[www.educationuk.org](http://www.educationuk.org)

#### **Institut Français – Alliance Française**

C.I.E.F. - Centre d'Information sur les Etudes en France

Ny Østergade 3, 4

1101 Copenhagen K

Tel.: 33 67 01 87

Fax: 33 67 01 92

<http://www.ambafrance-dk.org>

E-mail: [cief@ambafrance-dk.org](mailto:cief@ambafrance-dk.org)

#### **Institut Français Library**

Østergade 18, 1. sal

1100 Copenhagen K

Tlf: 33 38 77 00

Fax: 33 38 77 01

e-mail: [bib@ambafrance-dk.org](mailto:bib@ambafrance-dk.org)

Students should make an appointment with the Institute, e-mail: [ib@amba.france.dk](mailto:ib@amba.france.dk) or by telephone 33 38 77 00.

### **The Denmark-America Foundation & Fulbright Commission (on studies in the US)**

Both organizations work to promote mutual understanding between Denmark and the USA through educational and cultural exchange. In practice this entails awarding scholarships, administration of a trainee program, and counseling about university studies in the USA.

Address:

Fiolstræde 24, 3.

DK-1171 Copenhagen K

Denmark

Tel: 33 12 82 23

Fax: 33 32 53 23

E-mail: [advising@daf-fulb.dk](mailto:advising@daf-fulb.dk)

Web: [www.wemakeithappen.dk](http://www.wemakeithappen.dk)

Student counseling about studies in the United States. Group information sessions and individual counseling are offered. Please note that you have to call in advance for an appointment with a student counselor.

#### **Goethe-Institute (on studies in Germany)**

Frederiksborggade 1, 2.th.

1360 Copenhagen K

Tel.: 33 36 64 64

Fax: 33 36 64 61

[www.goethe.de/ne/kop/deindex.htm](http://www.goethe.de/ne/kop/deindex.htm)

## **My Planet**

Service organization for the Australian New Zealand Friendship Society and the Canadian American Friendship Society  
Falkoner Allé 1  
2000 Frederiksberg C  
Tel: 70 12 50 11  
Fax: 33 55 75 00  
E-mail: [cph@myplanet.com](mailto:cph@myplanet.com)  
Web: [www.myplanet.dk](http://www.myplanet.dk)

## **EDU-Danmark**

(EDU is the Danish representative of a number of international universities in Australia, New Zealand and the USA)  
Købmagergade 2  
1150 Copenhagen K  
Tel: 70 20 28 24  
E-mail: [info@edu-danmark.dk](mailto:info@edu-danmark.dk)  
Web: [www.edu-danmark.dk](http://www.edu-danmark.dk)

## **Other countries**

Check with the relevant embassy or consulate to see whether or not they are able to give information on education (or at least the relevant addresses) in the country in question.

The Internet is also increasingly relevant in connection with the search for information on education abroad. Surfing can be a good way to start your search, but remember – it takes time!

## **Traineeships abroad**

Information about traineeships from Danish Embassies worldwide, international organizations, and from some companies is posted on [www.e-campus.dk](http://www.e-campus.dk).

You can also find more information about traineeship positions and possibilities at the following websites:

[www.aiesec.dk](http://www.aiesec.dk)

[www.wemakeithappen.dk](http://www.wemakeithappen.dk)

[www.interswop.de](http://www.interswop.de)

[www.iagora.com](http://www.iagora.com)

[www.practicums.com](http://www.practicums.com) (helps with internships in Canada but charges a fee).

# **International Degree Options**



THE GLOBAL ALLIANCE IN MANAGEMENT EDUCATION

CEMS is a network of 23 leading management schools, jointly offering the one-year degree CEMS MIM (Master's in International Management). Two more members are likely to join in November 2009. Students study the CEMS MIM simultaneously with their regular MSc. program. Only students from the MSc. in Economics and Business Administration (cand.merc) and MSc. in Business, Language and Culture (cand.merc.int) are eligible to apply. The CEMS MIM consists of a common curriculum developed by the four stakeholders (universities, corporate partners, alumni and students).

The CEMS MIM is obtained by passing a number of CEMS courses and skill seminars, spending one term at a CEMS partner university during the second year of master's studies, completing an internship abroad, and passing CEMS language and communication tests in two foreign (CEMS approved) languages.

The application deadline is **November 16, 2009 at 12 noon**, at the CEMS Office. The application will be available on e-campus from mid-September. For further information, please see [www.cems.dk](http://www.cems.dk) / [www.cems.org](http://www.cems.org). If you need more information, contact the CEMS Coordinator, Rene Barseghian at the CEMS office at Porcelænshaven 24B, 4th floor, e-mail [cems@cbs.dk](mailto:cems@cbs.dk).

Students applying for the CEMS program who are also interested in applying for an exchange semester abroad through the International Office must apply by the deadline of December 1, 2009, in the event that they are not accepted into the CEMS program. Students, who are accepted by the CEMS program but decide to decline the offer, can apply for study abroad when the remaining places are announced in March. The following rules apply: 1) Decline the acceptance to the CEMS program in writing, 2) Pay an administrative fee of 500 DKK for re-application (payment instructions will be available in our reception) 3) Hand in your copy of the payment of the re-application fee.

## Double Degrees

### What is a Double Degree?

A double degree involves studying towards two university degrees at two internationally acclaimed institutions, and completing them in the time that it would take to earn one degree. This means that:

- In all cases, you spend the first academic year at CBS, and the second academic year at the host institution.
- You satisfy the degree requirements of both institutions.

### Why choose a Double Degree?

- The double degree program is particularly relevant for those who plan on a career in organizations which transcend domestic borders. The program considerably broadens the options and professional horizons available to you as a graduate.
- In order to challenge yourself academically.
- The double degree program is an outstanding opportunity for students seeking not only academic knowledge, but also intercultural experience and competence.

The application deadline for all double degree programs is **November 2, 2009**. Application details are available on e-campus from mid-September. For the latest information on our double degree agreements, please refer to: [www.cbs.dk/doubledegree](http://www.cbs.dk/doubledegree)

### Double Degree with Bocconi (SMC students)

CBS Graduate School and Università Commerciale Luigi Bocconi, Milan, Italy have signed a Double Degree agreement exclusively for the MSc in Economics & Business Administration, concentration in Strategic Market Creation (SMC). This means that if you are studying at the SMC program, you will have the possibility of obtaining a double degree as MSc in Marketing Management from Bocconi and MSc in Economics & Business Administration from CBS.

### Double Degree with Bocconi (MIB students)

CBS Graduate School and Università Commerciale Luigi Bocconi, Milan, Italy have signed a Double Degree agreement exclusively for the MSc in Economics & Business Administration, concentration in Management of Innovation & Business Development (MIB). This means that if you are studying at the MIB program, you will have the possibility of obtaining a double

degree as MSc in Economics and Management of Innovation and Technology (EMIT-LS) from Bocconi and MSc in Economics and Business Administration from CBS.

### **Double Degree with Bocconi (MSocSc, CBP students)**

CBS Graduate School and Università Commerciale Luigi Bocconi, Milan, Italy have signed a Double Degree agreement exclusively for the MSocSc, Master of Social Sciences, concentration in Creative Business Processes (CBP). This means that if you are studying at the CBP program, you will have the possibility of obtaining a double degree: the Graduate Degree in Economics and Management in Arts, Culture, Media and Entertainment at Bocconi (ACME-LS) and the MSocSc, Master of Social Sciences, concentration in Creative Business Processes, from CBS.

### **Double Degree with EGADE, Tec de Monterrey (ITESM) (IBS students)**

CBS Graduate School and EGADE, Tec de Monterrey, Mexico, have signed a Double Degree agreement exclusively for the MSc Master of Economics & Business Administration, concentration in International Business (IBS). This means that if you are studying at the IBS program, you will have the possibility of obtaining a double degree as Master in International Business from EGADE and MSc in Economics and Business Administration from CBS.

### **Double Degree with the Business School at the University of Mannheim**

CBS Graduate School and the Business School at the University of Mannheim (BSUM), Germany, have signed a Double Degree agreement exclusively for the MSc in Business Administration & Information Systems, profile in IT Management & Business Economics (IMBE). This means that if you are studying at the IMBE program, you will have the possibility of obtaining a double degree as Master of Science in Business Informatics from BSUM and MSc in Business Administration and Information Systems from CBS.

### **Application and selection procedure**

Please see [www.cbs.dk/doubledegree](http://www.cbs.dk/doubledegree) for application details and selection procedure.

For further information, please contact Double Degree Coordinator Rene Barseghian, Porcelænshaven 24B, 4th floor, e-mail: [doubledegree@cbs.dk](mailto:doubledegree@cbs.dk), phone: 38152285.

## **CBS International Summer University Program (ISUP)**

If you are unable to complete the equivalent of a full semester during your period of study abroad, for example if the school is on a quarter or trimester system, you can take one or two courses at the CBS summer university (note, however, that all students who get an exchange place are required to take a full time work load abroad even if they have taken summer courses).

This 6<sup>1</sup>/<sub>2</sub> week program (late June – early August) offers students the option of completing one or two courses (the equivalent of up to a half semester =15 ECTS credits) in a multi-cultural environment.

Courses are offered at both undergraduate and graduate levels. They are regular CBS electives and will automatically be recorded on your CBS transcript.

Active involvement of international senior executives from Danish and multinational companies will be an integral part of some of the courses. Additionally, a lot of the courses will be taught by faculty from CBS' partner universities, adding an even more international dimension to the program.

Note that active participation in all class sessions is required throughout the program. Attendance is also required throughout the full program and the teaching is very intensive.

Deadline for applications is March 1, 2010.

See the summer university's website for further information: <http://www.cbs.dk/summer>

## Financing your stay abroad

You should start considering how to finance your period of study abroad as soon as possible. A good place to start is to make a budget of your expenses while you are abroad. In appendix B you can see a suggested list of things to include in your budget. In recent years, travel reports from CBS students who studied abroad have included budgets from their semester abroad. You can use these budgets to get an idea of the price level in the region where you wish to study. The travel reports (including budgets) can be found at: [www.e-campus.dk](http://www.e-campus.dk) > Study Abroad > Travel reports search. Please note that you need to log in first.

Below you can read some information and good advice about the possibilities with the Danish Education Grant, Private Foundations and Scholarships and finally scholarships through CBS. Please note that in many cases it is **too late** to start applying for scholarships from private foundations when you get your letter of nomination in January.

## Danish Education Grant (SU)

Students going abroad are expected to take their Danish Education Grant with them if they are eligible. It is therefore important that CBS students going on an exchange program remain registered as full-time students during their period of study abroad and do not apply for a leave of absence.

It is a condition for taking your SU abroad that your studies have been approved for full credit transfer. In other words: when you are abroad you have to take the amount of courses which are equivalent to a full semester at CBS in order to get the full amount of SU. If you are only taking half a semester's worth of courses when you are abroad, you will only get 1/2 SU. Please note that if you are studying in a quarter or trimester system at your host university, you will not be able to bring home a full semester's worth of credits. Therefore in order to receive full SU, you must take some supplementary courses at the summer university at CBS.

If you are not able to apply for a pre-approval of credit transfer before your semester abroad starts, it is important that you apply as soon as possible as the pre-approval must be given before you return to CBS in order to get SU.

Even though you move your postal address to your parents' home during the stay abroad, you will still receive the full SU amount to which all students living away from home are entitled. Students who choose to take a full degree program abroad are in some cases not entitled to SU.

The scholarship/SU-offices at CBS can give more detailed information on SU and study abroad. You can also find more information about the regulations for SU for study abroad (in Danish): SU-bekendtgørelsen §65, i bekendtgørelse nr. 349 af 20. april 2006 om Statens Uddannelsesstøtte.

Scholarship Office (*SU kontor*):

SU Office  
Porcelænshaven 26, 2<sup>nd</sup> floor  
2000 Frederiksberg  
Tel.: 3815 2764  
Fax: 3815 2980  
E-mail [su.stu@cbs.dk](mailto:su.stu@cbs.dk)

Opening hours for personal visits:  
Monday: 10 am-4 pm  
Tuesday and Thursday: 10 am-2 pm  
Wednesday and Friday: Closed

For further information on SU see [www.su.dk](http://www.su.dk) or [www.e-campus.dk](http://www.e-campus.dk) > Study > SU

## ERASMUS / NOREK scholarships through CBS

### Going to Europe:

The International Office receives scholarship funding from the EU ERASMUS LLP program for students who are exchange students on ERASMUS LLP exchange agreements, if they fulfill certain preconditions which are listed below. CBS has ERASMUS LLP agreements with all partner universities in Europe, except for Switzerland and the European universities in the USAC program.

The grant you will be given is decided each year from the central ERASMUS administration. In 2009/2010 the scholarship amount was between DKK 6,000 – 8,400, since students going on a trimester exchange receive a reduced scholarship. Double degree students to Europe received an ERASMUS scholarship of DKK 16,800. If you have been given an ERASMUS scholarship before, if you are going to one of our tuition-paying places or you are a free-mover, you will not be eligible for this scholarship.

Students going to schools in Finland, Iceland, Norway and Sweden **may** be eligible for a NOREK/Nordplus grant through the Nordic Council of Ministers. Each year CBS applies for a grant for all students going to one of the Nordic countries but not all students get a scholarship. In 2009/2010 CBS received scholarships for 70 percent of the students going on exchange to other Nordic countries. Students who do not receive the NOREK scholarship can get an ERASMUS scholarship if they fulfill the preconditions mentioned below. Students cannot receive both the NOREK grant and the ERASMUS grant at the same time.

**Please note that you do not have to apply for the ERASMUS or NOREK scholarships – they are given to you in connection with your exchange place, if you live up to the preconditions for the scholarships.**

### Preconditions for the ERASMUS LLP scholarship

The general preconditions for receiving financial support through CBS are:

- you must be registered as a full-degree student at CBS (i.e. you cannot be on a leave of absence).
- the period of study must be pre-approved by your study board as giving you full credit transfer upon your return home.

- it is required that the period of study abroad must not be the reason for a delay in the completion of your degree program.
- to be eligible for the Erasmus scholarship, you must:
  - 1) be a citizen of an EU-, EEA or EU candi-date country: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Turkey, and United Kingdom, OR
  - 2) have permanent residence permit in one of the above mentioned countries, OR
  - 3) have status as a refugee or stateless person in one of the above mentioned countries.
- you must not previously have received an Erasmus scholarship.
- you must not be required to pay tuition at your host university.

CBS students going to study abroad at a Swiss partner university will apply for a scholarship from the Swiss State through the International Office at the host institution as soon as possible after semester start.

### **Scholarship Payment Procedure**

If you have been granted an ERASMUS or NOREK scholarship the following information is applicable:

In late July you will receive a letter along with a pink scholarship payment form. You have to fill in the form with bank information and the dates for your period of study abroad, your signature, and return this to the International Office along with a copy of your pre-approval of credit transfer from your study program. If you have not yet received the pre-approval, you can return the pink form to us, and send the pre-approval as soon as you receive it.

The scholarship will be paid directly to your Danish bank account approximately one week before the beginning of the study period at the host university.

If you are not in Denmark at the time when the scholarship letters are sent from the International Office, please remember to ask your local post office to redirect your mail either to your foreign address or to your permanent home address.

You can also give a **power of attorney (fuldmagt)** to someone who is opening your mail for you. This person can then fill in your bank information and sign the pink form for you. Please remind this person to enclose the letter with your signature confirming the power of attorney when the pink form is returned to the International Office.

The pink payment form and pre-approval must be returned to the International Office before August 1, 2011.

### **Going to North America, Africa, the Middle East, Asia, Australia, New Zealand, Latin America, destinations in the USAC program and tuition-paying places**

The International Office can unfortunately not offer scholarships to students going to these countries.

# Private Foundations and Scholarships

Students are encouraged to apply for extra financial support to study abroad. In addition to the scholarship, which you may get through the International Office (funds from Erasmus LLP and Nordplus only), it is possible to apply for additional financial support from a variety of the private sources that support studying abroad. A few of these sources are listed below.

The CBS library has on-line access to "Kraks legater og fonde" through the library web system.

Check also the pages on:

[www.e-campus.dk](http://www.e-campus.dk) > Cyber campus > Grants

"Sekretariatet for Private Legater" at:

[www.cbs.dk/om\\_cbs/administration/legat-sekretariat](http://www.cbs.dk/om_cbs/administration/legat-sekretariat)

[www.legatnet.dk](http://www.legatnet.dk)

[www.so.dk/legat](http://www.so.dk/legat)

There are also a number of services on the net where you pay to get a list of funds and scholarships. CBS students have given varied reports about the quality of some of these services.

## Applying for funds

The boards of some foundations require particular application forms while others expect you to write your own individual application. This **must** be respected. You should be very careful in your preparation of such an application. Remember that the application will be the first and only impression, which the decision-makers get of you. What and how you write in your statement of motivation can influence whether or not they decide to support your application. It should also be noted that many foundations check the information given on applications from CBS students with the administration at CBS.

## When to apply?

A number of foundations have deadlines in the fall, so you have to apply for financial support for study abroad even before you have been notified of the outcome of your application. In such a case, you will be expected to send a copy of your letter of approval to the foundation when you receive it. You can for example use a copy of the letter which you receive from the International Office in January or February with your nomination for an exchange program at a partner university.

Most foundations will allow you to keep a scholarship even if you later are nominated for another university than the one you applied for. In such a case you should send a letter informing them of your change of host university.

## "Udlandsstipendium"

Danish citizens who are free-movers or pay tuition fee during their semester abroad may be eligible for the "udlandsstipendium" from the Danish Government to pay part of their tuition fee. Please see appendix E for more information (in Danish).

## Bilateral Cultural Agreement Scholarships

Denmark has entered into bilateral cultural agreements with 27 countries. Scholarships are given to study in one of the 27 countries for a minimum of two months and a maximum of one year. The scholarships will cover living expenses and tuition. These cultural agreements are administered by Cirijs (Danish Centre for International Cooperation and Mobility in Education and Training).

Eligible are Danish citizens and students holding a Permanent Residence Permit to Denmark. Only Danish citizens are eligible for the Austrian, Egyptian, Israeli and Italian Agreements. Students must have completed two years of university studies (for some countries the requirement is to have completed a bachelor's degree) and the studies abroad must be a part of your current studies.

More information about each of the agreements and scholarships are available at: [www.ciriusonline.dk/kulturaftaler](http://www.ciriusonline.dk/kulturaftaler). In the left hand side menu, you will find the description of each of the agreements with 27 different countries.

Application form for study during the academic year 2010-2011 can be found at Cirius' website (see above).

Applications must be submitted through the CBS International Office unless otherwise stated at Cirius' website.

Further information can be obtained by contacting Laila Benjnouh at the International Office, tel. 38 15 30 18.

### **Special scholarships for CBS students studying abroad:**

#### **The Accenture Scholarship**

##### *Who can apply:*

Graduate Business and Economics students at the Copenhagen Business School who:

- expect to finish their degree within the next two years,
- have shown strong academic ability and practical experience, and
- are accepted at a foreign university or business school

##### *Application:*

Download the application form from [www.accenturejob.dk](http://www.accenturejob.dk)

The scholarship is usually offered in the spring of each year and thus the application form cannot be found online at all times.

Applicants are required to enclose a brief application (one page) with their CV, budget indicating other sources of funds for studying abroad, transcripts of grades from the bachelor's degree and finished courses on the master's level. The deadline for application can be found on the above website.

#### **The Boston Consulting Group**

BCG would like to invite all graduate students who are going to study abroad to apply for the annual BCG Scholarship Workshop. If you have an exceptional academic record and an interest in strategy consulting, this is your chance to learn how we work by competing in our case workshop for the chance to win 1-2 scholarships worth 15,000.

##### *How to apply:*

To be considered please submit your application including CV, motivation letter – detailing your interest in participating in the workshop and where you are going to study, together with your grades (including high school grades) via our online application form - see [www.bcg.dk](http://www.bcg.dk) for further details, or on [recruiting.cph@bcg.com](mailto:recruiting.cph@bcg.com) - marked "Scholarship 2010".

*Application deadline:* 1 April

*Selection process:*

On the basis of the application BCG will invite 10-15 applicants to participate in the full-day workshop that will take place in May.

BCG will choose students with an exceptional academic record. Personal characteristics and motivation for studying abroad will also be considered.

## **Other Scholarships**

### **The Denmark-America Foundation & Fulbright Commission**

The Denmark-America Foundation and Fulbright Commission awards grants to Danish **graduate students** and **scholars**. Grants are in general announced and awarded for the following academic year. There are two deadlines each year, and the specific information of the deadlines and grants can be found at the following website: [www.wemakeithappen.dk](http://www.wemakeithappen.dk)

Non-Danish citizens cannot apply for grants through the Denmark-America Foundation & Fulbright Commission unless otherwise announced.

### **Otto Mønstedts Fond**

The Otto Mønsted Foundation annually supports a large number of graduate CBS students going on exchange. Note that the application **MUST** be submitted on the correct form directly to the 'Otto Mønsted Fond' and all instructions must be followed precisely. Application forms are available at the International Office in late January but should not be submitted before you have been informed if and where you have been nominated for exchange.

### **Danske Bank Scholarship**

Each year, Danske Bank supports a large number of students who are going to study abroad. All students receive a grant of DKK 20,000 (*you are required to pay tax of this scholarship*). Procedures on how to apply for the scholarship will be announced on Danske Bank's website, [www.danskebank.dk/studielegat](http://www.danskebank.dk/studielegat). There are application deadlines twice a year.

## **Preparing your departure**

When you have been nominated for an exchange place at one of CBS' 350+ partner schools, you have to start planning your departure. In many cases it involves a lot of work and generally speaking: the further away from Denmark you are going, the more things you have to take care of.

One of the very important things is to make an application to your host university.

If you are going to Australia, New Zealand and the USA there is usually a deadline in early spring for submitting the host university's application form and supporting documentation (for studying in the fall semester). For students going to other partner universities, the deadline can be much later.

When making the application for your host university, please make sure to send the documents they are asking for, **before the deadline** that they have listed. The host university read your application and you have not been formally accepted at the host university until they have admitted you and sent a letter or e-mail of acceptance. Note that it is often to your advantage to submit your application as soon as possible.

In order to help you with the departure preparation, the International Office has prepared a number of fact sheets. These include, among other things, health insurance, visa information, financial statement, renting out your apartment etc. The fact sheets can be found on [www.e-campus.dk](http://www.e-campus.dk) > Study abroad > Departure preparation. Here you can also find a pre-departure checklist.

## Insurance during your Period of Study Abroad

It is an absolute necessity to **have health, travel and third party liability insurance (ansvarsforsikring)** when you leave for your period of study abroad.

In case of serious illness (if you are a Danish citizen) the Danish embassy can assist you in getting in touch with your family or your insurance company. Furthermore, the embassy can also assist you in finding a hospital or a doctor to treat you.

But the embassy will **NOT** pay for anything and therefore it could cost you or your family a fortune if you are not insured.

### Health Insurance

When you travel as a student (and not as a tourist) you are not covered by your Danish National Health Insurance card, unless you are studying in one of the other Nordic countries. This means that you must make arrangements for health insurance even if you are studying in another EU country.

### Nordic countries

During a period of study in another Nordic Country, citizens of Denmark who are covered by the Danish National Health system will also be covered by the host country's health insurance system.

You must document that you are a citizen or permanent resident of a Nordic Country and should therefore have your Danish National Health Insurance Card with you. In some countries you must be prepared to pay a fee in connection with a visit to the doctor's office.

### EU countries

During a period of study in the EU, a citizen of another EU country will be treated as a temporary resident of the host country. The Danish National Health Insurance Card is therefore not valid but you have the right to the same treatment as the citizens of the host country.

The European Health Insurance Card (blå sygesikringskort) makes it easier for people from the European Union's 27 Member States plus Iceland, Liechtenstein, Norway and Switzerland to access health care services during temporary visits abroad.

Therefore remember to make sure to obtain the European Health Insurance Card. It will help save you time, hassle and money if you fall ill or suffer an injury while studying abroad.

**Before you leave Denmark you should contact the Social and Health Authorities in your home municipality to get the card, which you must take with you. It is free of charge.**

The card ensures that you will get the same access to public sector health care (e.g. a doctor, a pharmacy, a hospital or a health care centre) as nationals of the country you are visiting. If you have to receive medical attention in a country that charges for health care, you will be reimbursed either immediately, or after you go home to your own country.

However, it is important to note that the card does not cover you for private sector health care providers. **It should also be noted that the public health system of the host country will in no case pay for medical repatriation** (e.g. in an ambulance plane in case of an accident or serious illness). Since such expenses are **EXTREMELY HIGH**, the necessity of arranging for relevant insurance before departure cannot be emphasized strongly enough.

Expenses of this nature could mean economic disaster for you or your family. Insurance coverage for medical repatriation should be arranged even though it will in many cases mean that you will actually have double coverage.

### **Europe outside the EU**

For a period of study in Europe outside of the EU you must arrange for insurance except for Iceland, Liechtenstein, Norway and Switzerland.

### **Outside Europe**

In many countries outside Europe, foreign students cannot be admitted to that country's health insurance scheme or receive medical treatment covered by that country's health insurance. Even if you are covered by the local insurance, you will not have coverage guaranteeing medical repatriation (e.g. in an ambulance plane in case of an accident or serious illness). Since such expenses are **EXTREMELY HIGH**, the necessity of arranging for a relevant insurance before departure cannot be emphasized strongly enough.

Expenses of this nature could mean economic disaster for you or your family. Insurance coverage for medical repatriation should be arranged even though it will in many cases mean that you will have double coverage.

You should therefore **ALWAYS** make arrangements for health insurance before departure and make sure to request an insurance policy in English when buying the insurance.

**Remember to bring the Health Insurance Policy in English when you go abroad.**

If you run into any problems at a partner university, please contact the International Office immediately.

In Australia the state requires that you have the Australian university health insurance plan. The host university will inform you about this plan.

Universities in the USA and Canada require that you buy the university's health insurance plan. In most cases the local insurance at the host university does not cover medical repatriation and you will have to make sure to buy insurance in Denmark covering this. Some universities will give you a waiver from their university health insurance plan provided that you have a Danish insurance which covers the same (bring the insurance policy in English).

### **Liability Insurance**

We must **urge you** to buy liability insurance (ansvarsforsikring) for your own protection when travelling abroad. **You may not only face very severe economic consequences but also face legal prosecution while you are abroad.**

# Appendix A

## Checklist for Study Abroad

- Begin researching your options well in advance, preferably a year before your planned departure (a year and a half for free-movers)
- Begin your search for information by reading this handbook "Great Expectations..."
- Check the formal requirements for exchange. Plan for your language test. If necessary, take a language course before you have to take the language test.
- Participate in one of the information meetings arranged during weeks 37-39
- Check e-campus for information about our partner universities. Here you can find a list of partner universities, how many exchange places will be available, the level of study (undergraduate and/or graduate) and a fact sheet. [www.e-campus.dk](http://www.e-campus.dk) > Study Abroad > Exchange Places
- Check possibilities at universities in countries, which you are not familiar with.
- Read the travel reports written by former exchange students. These reports can give you valuable recent information on academic, as well as cultural and social aspects of the university and the country in question. Reports are available at [www.e-campus.dk](http://www.e-campus.dk) > Study Abroad > Travel report search. Remember to log in first.
- Be inspired at the International Forum on October 6, 2009 at "Ovnhallen" in Porcelænshaven where you can meet exchange students from CBS' partner universities and students who have previously been on exchange.
- Before deciding which universities to apply for you have to check if they offer the courses you need for credit transfer. Read your study guide (Studiehåndbog) to see the requirements for your semester abroad. If you are not sure about the choice of courses in order to get a pre-approval of your study program, make an appointment with your student guidance counselor to discuss this. Remember to bring copies of the relevant material on your potential host university(-ies) and bring them along to the meeting: a student guidance counselor cannot be expected to have detailed knowledge about all of the universities in the world!
- To get course information, check the fact sheets, the internet and travel reports. Please note that the course availability for Fall 2010 is not available at the time when you apply. You will therefore have to rely on course information from Fall 2009.
- Check the CBS application form well in advance of the application deadline to make sure that you have everything ready. If there is anything on the form you do not understand, ask in the International Office reception.
- Begin applying to foundations for extra financial support as soon as you have an idea about where you would like to go. Do not wait until you have been granted admission to your chosen host university: you will be too late. Be thorough with your application.
- Once you have been nominated for a place at a partner university, begin your application for pre-approval of your credit transfer. Check the procedure of your study program.

- Do not postpone searching for and filling out the application material from your host university. Read it thoroughly and ask if you are in doubt. Make sure to send the application so your host university will receive it by their deadline (snail mail outside Europe can take up to 2 weeks).
- Make a budget. Make sure that your passport is valid for the whole period (and perhaps as much as an extra half year after your planned return!). Check visa rules.
- Make contact with the CBS students who have studied at your host institution earlier and check to see if there are exchange students at CBS from your coming host university.
- We will **communicate with you via your CBS e-mail address**. If you do not use your CBS e-mail address, you should see to it that your mail is **forwarded** to the mail address you normally use and remember to empty your CBS mailbox regularly. We automatically generate addresses from the CBS database but the only mail addresses given to us are the CBS mail addresses. If you need to forward your mail, you can do it in the following way:

Open your browser: write the address: <http://webmail.student.cbs.dk>

Enter your user name and password; click "login" Click "Options" and choose "Settings"; write the E-mail address which you want your CBS mail forwarded to; if you want to forward your messages to multiple addresses, remember only to type one address per line. End the procedure by clicking on "Save Changes".

- Regarding your accommodation! If you want to sublet your apartment or room while you are away, contact Marianne Bach at the International Office, tel.: 38 15 30 06 or [housing.intoff@cbs.dk](mailto:housing.intoff@cbs.dk).

Every semester, a large number of exchange students coming to CBS need accommodation from the middle of August to the end of December.

- Remember to send a travel report to the International Office after your return home. The guidelines can be found at e-campus › Study Abroad › Returning to CBS.

# Appendix B

## Budget Checklist for Use in Applications for Financial Support from Private Foundations

When applying for support from private foundations, it is necessary to enclose a budget for the expenses you expect during your period of study abroad. The following are guidelines for what should be included in your coming budget. The size of the individual item will always vary depending on where you are going and how long you are planning to be gone. The International Office can help you with extra information and advice.

**Expenses:**

**Travel:** cheapest air transportation

**Insurance:** e.g. [www.studenterforsikring.dk](http://www.studenterforsikring.dk), Europæiske Insurance, IHI, Kompas, Gouda or own insurance company

**Housing:** check reports from students who were exchanged to the same place last year

**Food:** check reports from students

**Books:** check reports from students

**Transport:** check reports from students

**Fees:** check reports from students

**Vaccinations:** e.g. the USA, Australia, Hong Kong, Japan, the Philippines, South Africa, Russia, Thailand and some countries in Latin America.

**Visa Expenses:** e.g. Australia, Canada, Estonia, the Philippines, China, Russia, and the US.

**Income:** Remember to list your SU (Danish Student Grant) if you are eligible, the ERASMUS scholarship which you will receive from CBS if you are eligible, any support from other private sources for which you might be applying, salary from a trainee period.

If you have private savings which you plan to use for your trip, it will show a possible source of support that you are serious about your plans.

**Exchange rates:** The latest updates on foreign exchange rates and a program for calculations can be found on: [www.oanda.com](http://www.oanda.com)

# Appendix C

## CBS Partner Universities

In order to get a continually updated list of partner universities and the number of exchange places available in the academic year 2010/2011, please go to e-campus: [www.e-campus.dk](http://www.e-campus.dk) > Study abroad > Exchange places.

### ARGENTINA

Universidad Argentina de la Empresa, (Buenos Aires), [www.uade.edu.ar](http://www.uade.edu.ar)  
Universidad Austral (Buenos Aires), [www.austral.edu.ar](http://www.austral.edu.ar)  
Universidad de Belgrano, (Buenos Aires), [www.ub.edu.ar](http://www.ub.edu.ar)  
Universidad Torcuato di Tella (Buenos Aires), [www.utdt.edu](http://www.utdt.edu)

### AUSTRALIA

Australian Graduate School of Management (Sydney), [www.agsm.edu.au](http://www.agsm.edu.au)  
Australian National University, (Canberra), [www.anu.edu.au](http://www.anu.edu.au)  
Bond University, (Queensland), [www.bond.edu.au](http://www.bond.edu.au)  
Curtin University of Technology, (Perth), [www.curtin.edu.au](http://www.curtin.edu.au)  
Deakin University (Melbourne), [www.deakin.edu.au](http://www.deakin.edu.au)  
Griffith University, (Brisbane), [www.gu.edu.au](http://www.gu.edu.au)  
La Trobe University, (Melbourne), [www.latrobe.edu.au](http://www.latrobe.edu.au)  
Macquarie University, (Sydney suburb), [www.mq.edu.au](http://www.mq.edu.au)  
Melbourne Business School, [www.mbs.unimelb.edu.au](http://www.mbs.unimelb.edu.au)  
Monash University (Melbourne), [www.monash.edu.au](http://www.monash.edu.au)  
Queensland University of Technology (Brisbane), [www.qut.edu.au](http://www.qut.edu.au)  
Swinburne University of Technology (Melbourne), [www.swinburne.edu.au](http://www.swinburne.edu.au)  
The University of Queensland (Brisbane), [www.uq.edu.au](http://www.uq.edu.au)  
University of Newcastle, [www.newcastle.edu.au](http://www.newcastle.edu.au)  
University of New South Wales (Sydney), [www.unsw.edu.au](http://www.unsw.edu.au)  
University of Sydney, [www.usyd.edu.au](http://www.usyd.edu.au)  
University of Western Australia (Perth), [www.uwa.edu.au](http://www.uwa.edu.au)

### AUSTRIA

Johannes Kepler-Universität, (Linz), [www.uni-linz.ac.at](http://www.uni-linz.ac.at)  
Leopold-Franzens-Universität (Innsbruck), [www.uibk.ac.at](http://www.uibk.ac.at)  
Universität Wien, [www.univie.ac.at](http://www.univie.ac.at)  
Upper Austria University of Applied Sciences, Steyr, [www.fh-steyr.at](http://www.fh-steyr.at)  
Wirtschaftsuniversität Wien, [www.wu-wien.ac.at](http://www.wu-wien.ac.at)

### BELGIUM

Haute Ecole ICHEC-ISC St. Louis - ISFSC (Bruxelles), [www.icheccampus.ichec.be](http://www.icheccampus.ichec.be)  
HEC Liège, [www.hec.be/international](http://www.hec.be/international)  
Institut Libre Marie Haps (Bruxelles), [www.ilmh.be](http://www.ilmh.be)  
Institut Supérieur de Traducteurs et Interprètes (Bruxelles), [www.heb.be/isti](http://www.heb.be/isti)  
Katholieke Universiteit Leuven, [www.kuleuven.ac.be](http://www.kuleuven.ac.be)  
Lessius Hogeschool, Antwerpen, [www.lessius-ho.be](http://www.lessius-ho.be)  
Université Catholique de Louvain, [www.ucl.ac.be](http://www.ucl.ac.be)  
Université de Liège, [www.ulg.ac.be](http://www.ulg.ac.be)  
Université de Mons-Hainaut, [www.umh.ac.be](http://www.umh.ac.be)  
Universiteit Antwerpen, [www.ua.ac.be](http://www.ua.ac.be)

## **BRAZIL**

Fundação Getúlio Vargas, Escola Brasileira de Administração Pública e de Empresas, EBAPE, Rio de Janeiro, [www.ebape.fgv.br](http://www.ebape.fgv.br)

Fundação Getúlio Vargas, Escola de Administração de Empresas de São Paulo, [www.fgv.br](http://www.fgv.br)

## **CANADA**

Brock University (St. Catherine's), [www.bus.brock.ca](http://www.bus.brock.ca)

Dalhousie University, School of Business Administration (Halifax), [www.dal.ca](http://www.dal.ca)

HEC Montréal, [www.hec.ca](http://www.hec.ca)

McGill University, Faculty of Management, (Montréal), [www.mcgill.ca](http://www.mcgill.ca)

Memorial University of Newfoundland, Faculty of Business Administration, (St. John's), [www.mun.ca](http://www.mun.ca)

Mount Allison University, (Sackville), <http://www.mta.ca/>

Queen's University, School of Business, (Kingston), [www.queensu.ca](http://www.queensu.ca)

Ryerson University, School of Business Management (Toronto), [www.ryerson.ca](http://www.ryerson.ca)

Simon Fraser University, Faculty of Business (Burnaby, BC), [www.sfu.ca](http://www.sfu.ca)

Université Laval, Faculté Sciences de l'Administration, (Quebec), [www.ulaval.ca](http://www.ulaval.ca)

University of Alberta, Faculty of Business, (Edmonton), [www.ualberta.ca](http://www.ualberta.ca)

University of British Columbia, Sauder School of Business, (Vancouver), [www.ubc.ca](http://www.ubc.ca)

University of Calgary, Haskayne School of Business, [www.ucalgary.ca](http://www.ucalgary.ca)

University of Ottawa, The Telfer School of Management, [www.uottawa.ca](http://www.uottawa.ca)

University of Victoria, Faculty of Business, [www.uvic.ca](http://www.uvic.ca)

University of Western Ontario, Richard Ivey School of Business, (London), [www.uwo.ca](http://www.uwo.ca)

York University, Schulich School of Business, (Toronto), [www.yorku.ca](http://www.yorku.ca)

## **CHILE**

Pontificia Universidad Católica de Chile (Santiago), [www.puc.cl](http://www.puc.cl)

Universidad Adolfo Ibáñez (Viña del Mar), [www.uai.cl](http://www.uai.cl)

Universidad de Chile, School of Economics and Business, [www.uchile.cl](http://www.uchile.cl)

Universidad del Desarrollo, [www.udd.cl](http://www.udd.cl)

Universidad Nacional Andrés Bello (agreement through USAC, <http://usac.unr.edu>)

## **CHINA, P.R.**

China Europe International Business School CEIBS, [www.ceibs.edu](http://www.ceibs.edu)

Chinese University of Hong Kong, [www.cuhk.edu.hk/v5/en](http://www.cuhk.edu.hk/v5/en)

City University of Hong Kong, [www.cityu.edu.hk](http://www.cityu.edu.hk)

Fudan University, School of Management, Shanghai, [www.fdms.fudan.sh.cn/](http://www.fdms.fudan.sh.cn/)

Guanghua School of Management, Peking University, [www.gsm.pku.edu.cn/](http://www.gsm.pku.edu.cn/)

Hong Kong Baptist University, [www.hkbu.edu.hk/eng-ver/index.php](http://www.hkbu.edu.hk/eng-ver/index.php)

Hong Kong University of Science and Technology, [www.ab.ust.hk](http://www.ab.ust.hk)

Lingnan (University) College, Sun Yat-Sen University, Guangzhou, [www.lingnan.net](http://www.lingnan.net)

PolyU, Hong Kong Polytechnic University, [www.polyu.edu.hk/iao/](http://www.polyu.edu.hk/iao/)

Renmin University of China, Beijing, <http://english.ruc.edu.cn/en/>

Southwest Minority University (agreement through USAC, <http://usac.unr.edu/>)

Tongji University, School of Economics and Management (SEM), <http://sem-int.tongji.edu.cn>

Tsinghua University (Beijing), [www.tsinghua.edu.cn/eng](http://www.tsinghua.edu.cn/eng)

See also TAIWAN (Republic of China)

## **COLUMBIA**

Universidad EAFIT, Medellín, [www.eafit.edu.co](http://www.eafit.edu.co)

## **COSTA RICA**

Universidad Nacional de Costa Rica (agreement through USAC, <http://usac.unr.edu/>)

## **CZECH REPUBLIC**

University of Economics, Prague, [www.vse.cz](http://www.vse.cz)

## **ESTONIA**

Estonian Business School, (Tallinn), [www.ebs.ee](http://www.ebs.ee)

## **FINLAND**

Helsinki School of Economics and Business Administration, [www.hkkk.fi](http://www.hkkk.fi)

Svenska Handelshögskolan, (Helsingfors), [www.shh.fi](http://www.shh.fi)

Turku School of Economics and Business Administration, [www.tukkk.fi](http://www.tukkk.fi)

University of Jyväskylä, [www.jyu.fi](http://www.jyu.fi)

University of Tampere, [www.uta.fi](http://www.uta.fi)

Vaasa University, [www.uwasa.fi](http://www.uwasa.fi)

Åbo Akademi University, [www.abo.fi](http://www.abo.fi)

## **FRANCE**

Burgundy School of Business, [www.burgundy-school-of-business.com/Index.asp](http://www.burgundy-school-of-business.com/Index.asp)

CERAM, (Nice), [www.ceram.fr](http://www.ceram.fr)

EDHEC de Nord, (Lille/Nice), [www.edhec.com](http://www.edhec.com)

EM Lyon, [www.em-lyon.com](http://www.em-lyon.com)

ENPC School of International Management (Paris), [www.enpcmbaparis.com](http://www.enpcmbaparis.com)

ESC Bretagne, (Brest), [www.esc-brest.fr](http://www.esc-brest.fr)

ESC Grenoble, [www.grenoble-em.com/accueil\\_ecole.aspx?ecole=esc](http://www.grenoble-em.com/accueil_ecole.aspx?ecole=esc)

ESC Lille, [www.esc-lille.fr](http://www.esc-lille.fr)

ESC Rennes, [www.esc-rennes.fr](http://www.esc-rennes.fr)

ESC Rouen, [www.esc-rouen.fr](http://www.esc-rouen.fr)

ESC Toulouse, [www.esc-toulouse.fr](http://www.esc-toulouse.fr)

ESC Troyes - [www.esc-troyes.fr](http://www.esc-troyes.fr)

ESCE Paris, [www.devinci.fr/esce](http://www.devinci.fr/esce)

Groupe ESG Paris - Graduate School of Management, [www.esg.fr/ecole-commerce-management-paris.html](http://www.esg.fr/ecole-commerce-management-paris.html)

ESCM, [www.escem.fr](http://www.escem.fr)

EUROMED, Marseille, [www.euromed-management.com/accueil.aspx](http://www.euromed-management.com/accueil.aspx)

HEC, (Paris), [www.hec.fr](http://www.hec.fr)

ICN Business School, [www.icn-nancy.com](http://www.icn-nancy.com)

INSEEC Business School, Paris, <http://grandecole.inseec-france.com>

ISC Paris, School of Management, [www.iscparis.fr](http://www.iscparis.fr)

Paul Valéry Université de Montpellier III, [www.univ-montp3.fr/](http://www.univ-montp3.fr/)

Reims Management School, [www.reims-ms.fr](http://www.reims-ms.fr)

Robert Schuman Université (Strasbourg), [www.iecs.edu](http://www.iecs.edu)

Sciences Po (Institut d'Etudes Politiques de Paris), [www.sciences-po.fr](http://www.sciences-po.fr)

Université Blaise Pascal, [www.univ-bpclermont.fr](http://www.univ-bpclermont.fr)

Université Catholique de Lille (IESÈG), [www.ieseg.fr](http://www.ieseg.fr)

Université Catholique de Lyon, [www.univ-catholyon.fr](http://www.univ-catholyon.fr)

Université Claude Bernard Lyon 1, [www.univ-lyon1.fr](http://www.univ-lyon1.fr)

Université de Haute-Alsace, [www.uha.fr](http://www.uha.fr)

Université de Montpellier I, [www.univ-montp1.fr](http://www.univ-montp1.fr)

Université de Paris-Sorbonne (Paris IV), [www.paris4.sorbonne.fr](http://www.paris4.sorbonne.fr)

Université Jean Moulin, (Lyon 3), [www.univ-lyon3.fr](http://www.univ-lyon3.fr)

Université Nancy II, [www.univ-nancy2.fr](http://www.univ-nancy2.fr)

Université Paris-Dauphine (Paris IX), [www.dauphine.fr](http://www.dauphine.fr)

## **GERMANY**

Albert Ludwig Universität (Freiburg), [www.uni-freiburg.de](http://www.uni-freiburg.de)  
Berlin School of Economics and Law, Berlin, [www.fwh-berlin.de](http://www.fwh-berlin.de)  
Christian-Albrechts-Universität zu Kiel, [www.uni-kiel.de](http://www.uni-kiel.de)  
Ernst-Moritz-Arndt Universität, (Greifswald), [www.uni-greifswald.de](http://www.uni-greifswald.de)  
Europa-Universität Viadrina, (Frankfurt an der Oder), [www.euv-frankfurt-o.de](http://www.euv-frankfurt-o.de)  
European Business School, International University Schloss Reichartshausen, [www.ebs.edu](http://www.ebs.edu)  
Fachhochschule Osnabrück, [www.fh-osnabruek.de](http://www.fh-osnabruek.de)  
Fachhochschule Pforzheim, [www.fh-pforzheim.de](http://www.fh-pforzheim.de)  
Fachhochschule Reutlingen, [www.fh-reutlingen.de](http://www.fh-reutlingen.de)  
Freie Universität Berlin, [www.fu-berlin.de](http://www.fu-berlin.de)  
Friedrich-Schiller-Universität, (Jena), [www.uni-jena.de](http://www.uni-jena.de)  
Hamburg University of Applied Sciences, [www.haw-hamburg.de](http://www.haw-hamburg.de)  
Hochschule Bremen, University of Applied Sciences, [www.hs-bremen.de](http://www.hs-bremen.de)  
Humboldt-Universität zu Berlin, [www.rz.hu-berlin.de](http://www.rz.hu-berlin.de)  
International School of Management ISM, Dortmund, [www.ism.de](http://www.ism.de)  
Johann Wolfgang Goethe-Universität Frankfurt am Main, [www.uni-frankfurt.de](http://www.uni-frankfurt.de)  
Johannes Gutenberg Universität (Mainz, Gernersheim, [www.uni-mainz.de](http://www.uni-mainz.de)  
Ludwig-Maximilian Universität, München, [www.uni-muenchen.de](http://www.uni-muenchen.de)  
Rheinische Friedrich-Wilhelms-Universität (Bonn), [www.uni-bonn.de](http://www.uni-bonn.de)  
Universität des Saarlandes, (Saarbrücken), [www.uni-sarlaand.de](http://www.uni-sarlaand.de)  
Universität Duisburg-Essen, [www.uni-duisburg-essen.de](http://www.uni-duisburg-essen.de)  
Universität Hamburg, [www.uni-hamburg.de](http://www.uni-hamburg.de)  
Universität Hildesheim, [www.uni-hildesheim.de](http://www.uni-hildesheim.de)  
Universität Koblenz - Landau, [www.uni-koblenz-landau.de](http://www.uni-koblenz-landau.de)  
Universität Konstanz, [www.uni-konstanz.de](http://www.uni-konstanz.de)  
Universität Mannheim, [www.uni-mannheim.de](http://www.uni-mannheim.de)  
Universität Trier, [www.uni-trier.de](http://www.uni-trier.de)  
Universität zu Köln, [www.uni-koeln.de](http://www.uni-koeln.de)  
VWA-Studienakademie (Stuttgart), [www.vwa-studienakademie.de](http://www.vwa-studienakademie.de) (traineeships only)  
Westfälische Wilhelms-Universität, (Münster), [www.uni-muenster.de](http://www.uni-muenster.de)  
WHU, (Koblenz), [www.whu.de](http://www.whu.de)

## **GREECE**

Athens University of Economics and Business Administration – ASOEE, [www.aueb.gr](http://www.aueb.gr)  
University of Athens, [www.uoa.gr](http://www.uoa.gr)

## **HUNGARY**

Central European University (Budapest), [www.ceu.hu](http://www.ceu.hu)  
Corvinus University of Budapest, [www.uni-corvinus.hu](http://www.uni-corvinus.hu)

## **ICELAND**

Iceland University, (Reykjavik), [www.ask.hi.is](http://www.ask.hi.is)  
Reykjavik University, [www.ru.is](http://www.ru.is)

## **INDIA**

Indian Institute of Management, Ahmedabad, [www.iimahd.ernet.in](http://www.iimahd.ernet.in)  
Indian Institute of Management, Bangalore, [www.iimb.ernet.in](http://www.iimb.ernet.in)  
Indian Institute of Management, Calcutta, [www.iimcal.ac.in](http://www.iimcal.ac.in)  
Indian Institute of Management, Kozhikode, [www.iimk.ac.in](http://www.iimk.ac.in)  
Indian Institute of Management, Lucknow, [www.iiml.ac.in](http://www.iiml.ac.in)  
Management Development Institute, Gurgaon, [www.mdi.ac.in](http://www.mdi.ac.in)  
Welingkar, Institute of Management Development & Research, [www.welingkar.org](http://www.welingkar.org)

## **IRELAND**

University College Cork (agreement through USAC, <http://usac.unr.edu/>), [www.ucc.ie](http://www.ucc.ie)  
University College Dublin, [www.ucd.ie](http://www.ucd.ie)  
University of Limerick, [www.ul.ie](http://www.ul.ie)

## **ISRAEL**

Tel Aviv University, [www.tau.ac.il](http://www.tau.ac.il)

## **ITALY**

Istituto Universitario de Lingue Moderne, IULM (Milano), [www.iulm.it](http://www.iulm.it)  
Libera Università de Bolzano, [www.unibz.it/](http://www.unibz.it/)  
LUISS (Rome), [www.luiss.it](http://www.luiss.it)  
Università Commerciale L. Bocconi, (Milano), [www.uni-bocconi.it](http://www.uni-bocconi.it)  
Università degli studi di Bologna, [www.unibo.it](http://www.unibo.it)  
Università degli studi di Firenze, [www.unifi.it](http://www.unifi.it)  
Università degli studi di Padova, [www.unipd.it](http://www.unipd.it)  
Università degli studi di Roma "La Sapienza", [www.uniroma1.it](http://www.uniroma1.it)  
Università degli studi di Siena, [www.unisi.it](http://www.unisi.it)  
Università degli studi di Torino, [www.unito.it](http://www.unito.it)  
Università degli studi di Trieste, [www.sslmit.univ.trieste.it/](http://www.sslmit.univ.trieste.it/)  
Università degli studi di Udine, [www.uniud.it](http://www.uniud.it)  
Università degli studi di Urbino, [www.uniurb.it](http://www.uniurb.it)

## **JAPAN**

J.F. Oberlin University, <http://www.obirin.ac.jp/>  
Keio University, (Tokyo), [www.keio.ac.jp](http://www.keio.ac.jp)  
Rikkyo University, College of Business, Tokyo, [www.cob.rikkyo.ac.jp](http://www.cob.rikkyo.ac.jp)  
Ritsumeikan University, [www.ritsumei.ac.jp/eng](http://www.ritsumei.ac.jp/eng)  
Ritsumeikan Asia Pacific University, APU [www.apu.ac.jp/](http://www.apu.ac.jp/)  
Tokai University, <http://www.u-tokai.ac.jp/international/index.html>  
Waseda University, [www.waseda.jp](http://www.waseda.jp)

## **LATVIA**

University of Latvia, (Riga), [www.lu.lv/eng](http://www.lu.lv/eng)

## **LIECHTENSTEIN**

Liechtenstein University of Applied Sciences, [www.hochschule.li](http://www.hochschule.li)

## **LITHUANIA**

Vilnius University, [www.vu.lt](http://www.vu.lt)  
ISM University of Management and Economics, Kaunas, Lithuania, [www.ism.lt](http://www.ism.lt)

## **MALAYSIA**

University of Malaya (Kuala Lumpur) , [www.um.edu.my](http://www.um.edu.my)

## **MOROCCO**

Al Akhawayn University, [www.aui.ma/](http://www.aui.ma/)

## **MEXICO**

EGADE Tec de Monterrey (Double degree), [www.egade.itesm.mx](http://www.egade.itesm.mx)  
Instituto Tecnológico Autónomo de México (ITAM), [www.itam.mx](http://www.itam.mx)  
Instituto Tecnológico de Estudios Superiores (ITESM), [www.studyattectedmonterrey.com.mx](http://www.studyattectedmonterrey.com.mx)  
Universidad Iberoamericana - Puebla (agreement through USAC, <http://usac.unr.edu/>)

## **NETHERLANDS, THE**

Radboud Universiteit Nijmegen (former: Katholieke Universiteit), [www.ru.nl](http://www.ru.nl)

RSM Erasmus Universiteit Rotterdam, [www.eur.nl](http://www.eur.nl)

The Hague University / the Hague School of European Studies (HEBO), [www.haagse-hogeschool.nl](http://www.haagse-hogeschool.nl)

Tilburg University, [www.uvt.nl](http://www.uvt.nl)

University of Groningen, [www.rug.nl](http://www.rug.nl)

University of Maastricht, [www.unimaas.nl](http://www.unimaas.nl)

Universiteit Utrecht, [www.uu.nl](http://www.uu.nl)

Universiteit van Amsterdam, [www.uva.nl](http://www.uva.nl)

University of Twente, <http://intoffice.utwente.nl>

Vrije Universiteit, Amsterdam, [www.vu.nl](http://www.vu.nl)

## **NEW ZEALAND**

Auckland University of Technology, [www.aut.ac.nz](http://www.aut.ac.nz)

Lincoln University, [www.lincoln.ac.nz](http://www.lincoln.ac.nz)

University of Otago, (South Island), [www.otago.ac.nz](http://www.otago.ac.nz)

Victoria University of Wellington, [www.vuw.ac.nz](http://www.vuw.ac.nz)

## **NORWAY**

BI Norwegian School of Management (Oslo), [www.bi.no](http://www.bi.no)

Norwegian School of Economics and Business Administration (Bergen), [www.nhh.no](http://www.nhh.no)

## **PAKISTAN**

Lahore University of Management Sciences, [www.lums.edu.pk](http://www.lums.edu.pk)

## **PERU**

Escuela de Administración de Negocios, [www.esan.edu.pe](http://www.esan.edu.pe)

Universidad San Ignacio de Loyola, (Lima), [www.sil.edu.pe](http://www.sil.edu.pe)

## **PHILIPPINES, THE**

Asian Institute of Management, (Manila), [www.aim.edu.ph](http://www.aim.edu.ph)

## **POLAND**

The Academy of Humanities and Economics in Lodz, [www.wshe.lodz.pl](http://www.wshe.lodz.pl)

The Ryszard Lazarski University of Commerce and Law (Warsaw), [www.wship.edu.pl](http://www.wship.edu.pl)

University of Gdansk, [www.univ.gda.pl](http://www.univ.gda.pl)

Warsaw School of Economics, [www.sgh.waw.pl](http://www.sgh.waw.pl)

## **PORTUGAL**

Faculdade de Economia, Universidade Nova de Lisboa, [www.unl.pt](http://www.unl.pt) -> Faculdade de

Economia Instituto Superior de Gestao, Lisboa, [www.isg.pt](http://www.isg.pt)

Portuguese Catholic University, [www.fcee.lisboa.ucp.pt/exchange\\_program](http://www.fcee.lisboa.ucp.pt/exchange_program)

## **RUSSIA**

MSLU, (Moscow), [www.linguanet.ru](http://www.linguanet.ru)

Plekhanov Russian Academy of Economics, (Moscow), [www.plekhanov.ru](http://www.plekhanov.ru)

St. Petersburg State University, School of Management, [www.som.pu.ru](http://www.som.pu.ru)

## **SINGAPORE**

Nanyang Technological University, [www.ntu.edu.sg](http://www.ntu.edu.sg)

National University of Singapore, [www.bs.school.nus.edu.sg](http://www.bs.school.nus.edu.sg)

Singapore Management University, [www.smu.edu.sg](http://www.smu.edu.sg)

## **SOUTH AFRICA**

University of Cape Town, [www.uct.ac.za](http://www.uct.ac.za)

University of Witwatersrand, (Johannesburg), [www.wits.ac.za](http://www.wits.ac.za)

## **SOUTH KOREA**

EWHA Woman's University, (College of Business Administration and Graduate School of Business), [www.ewha.ac.kr](http://www.ewha.ac.kr)

Korea University, [www.korea.ac.kr](http://www.korea.ac.kr)

Korea University Business School, [www.korea.ac.kr](http://www.korea.ac.kr)

Korean Advanced Institute of Science and Technology (KAIST), [www.kaist.edu/](http://www.kaist.edu/)

Seoul National University, [www.snu.ac.kr](http://www.snu.ac.kr)

## **SPAIN**

ESADE, (Barcelona), [www.esade.es](http://www.esade.es)

ICADE, (Madrid), [www.upco.es](http://www.upco.es)

Universidad Alfonso X el Sabio (Madrid), [www.uax.es](http://www.uax.es)

Universidad Antonio de Nebrija, (Madrid), [www.nebrija.com](http://www.nebrija.com)

Universidad Autónoma de Madrid, [www.uam.es](http://www.uam.es)

Universidad Camilo José Cela, Madrid - [www.ucjc.edu](http://www.ucjc.edu)

Universidad de Alicante (agreement through USAC, <http://usac.unr.edu/>), [www.ua.es](http://www.ua.es)

Universidad de Deusto, (Bilbao), [www.deusto.es](http://www.deusto.es)

Universidad de Córdoba, [www.uco.es](http://www.uco.es)

Universidad de Granada, [www.ugr.es](http://www.ugr.es)

Universidad de La Rioja, Logroño, [www.unirioja.es](http://www.unirioja.es)

Universidad de Las Palmas, (Gran Canaria), [www.ulpgc.es](http://www.ulpgc.es)

Universidad de Málaga, [www.uma.es](http://www.uma.es)

Universidad de Navarra, Pamplona - [www.unav.es/econom](http://www.unav.es/econom)

Universidad de Salamanca, [www.usal.es](http://www.usal.es)

Universidad de Sevilla, [www.us.es](http://www.us.es)

Universidad de Valladolid, [www.uva.es](http://www.uva.es)

Universidad del País Vasco, San Sebastián and Bilbao (agreement through USAC, <http://usac.unr.edu/>)

Universidad Europea de Madrid, Madrid, - [www.uem.es](http://www.uem.es)

Universidad Pontificia Comillas, (Madrid), [www.upco.es](http://www.upco.es)

Universidad Pública de Navarra, (Pamplona), [www.unavarra.es](http://www.unavarra.es)

Universidad Rey Juan Carlos, Madrid - [www.urjc.es](http://www.urjc.es)

Universidad San Pablo CEU, Madrid - [www.ceu.es](http://www.ceu.es)

Universitat Autònoma de Barcelona, [www.uab.es](http://www.uab.es)

Universitat de Barcelona, [www.ub.es](http://www.ub.es)

Universitat de València, [www.uv.es](http://www.uv.es)

Universitat Pompeu Fabra, (Barcelona), [www.upf.es](http://www.upf.es)

## **SWEDEN**

Göteborg University, [www.gu.se](http://www.gu.se)

Jönköping International Business School, [www.jibs.se](http://www.jibs.se)

Linköping University, [www.liu.se](http://www.liu.se)

Lund University, [www.fek.lu.se](http://www.fek.lu.se)

Malmö Högskola, [www.mah.se](http://www.mah.se)

Stockholm School of Economics, [www.hhs.se](http://www.hhs.se)

Stockholm University, [www.fek.su.se](http://www.fek.su.se)

Umeå University, [www.usbe.umu.se](http://www.usbe.umu.se)

Uppsala University, [www.fek.uu.se](http://www.fek.uu.se)

## **SWITZERLAND**

HEC Lausanne, [www.unil.ch](http://www.unil.ch)

Universität Bern, [www.unibe.ch](http://www.unibe.ch)

Université de Genève, [www.unige.ch](http://www.unige.ch)

Université de Neuchâtel, [www.unine.ch](http://www.unine.ch)

Universität St. Gallen, [www.unisg.ch](http://www.unisg.ch)

Univeristy of Lugano/Università della Svizzera Italiana, [www.unisi.ch](http://www.unisi.ch)

## **TAIWAN, Republic of China**

National Chengchi University, <http://imba.nccu.edu.tw>

National Taiwan University, College of Management, (Taipei), [www.mba.ntu.edu.tw/](http://www.mba.ntu.edu.tw/)

Soochow University, [www.suda.edu.cn/English/default.aspx](http://www.suda.edu.cn/English/default.aspx)

## **THAILAND**

Asian Institute of Technology, School of Management, (Pathumthani), [www.som.ait.ac.th](http://www.som.ait.ac.th)

Chulalongkorn University, [www.econ.chula.ac.th](http://www.econ.chula.ac.th)

Mahidol University, College of Management, [www.cmmu.mahidol.ac.th](http://www.cmmu.mahidol.ac.th)

Rangsit University (agreement through USAC <http://usac.unr.edu>)

Thammasat University (Faculty of Economics), <http://econ.tu.ac.th>

Thammasat University (Faculty of Commerce and Accountancy), <http://bus.tu.ac.th>

## **TURKEY**

Bilkent University, [www.bilkent.edu.tr](http://www.bilkent.edu.tr)

Istanbul Bilgi University, [www.bilgi.edu.tr](http://www.bilgi.edu.tr)

Sabanchi University, Istanbul, [www.sabanchiuniv.edu/eng](http://www.sabanchiuniv.edu/eng)

## **UNITED KINGDOM**

Aston Business School, Aston University (Birmingham), [www.abs.aston.ac.uk/](http://www.abs.aston.ac.uk/)

Birmingham City University, [www.tbs.uce.ac.uk](http://www.tbs.uce.ac.uk)

European Business School, (London), [www.ebslondon.ac.uk](http://www.ebslondon.ac.uk)

Lancaster University, Management School, [www.lums.lancs.ac.uk](http://www.lums.lancs.ac.uk)

Leicester Business School, De Montfort University, [www.dmu.ac.uk/](http://www.dmu.ac.uk/)

London Metropolitan University, [www.londonmet.ac.uk](http://www.londonmet.ac.uk)

London School of Economics, [www.lse.ac.uk](http://www.lse.ac.uk)

London South Bank University, [www.lsbu.ac.uk](http://www.lsbu.ac.uk)

Manchester Business School, [www.mbs.manchester.ac.uk](http://www.mbs.manchester.ac.uk)

Oxford Brookes University, [www.brookes.ac.uk](http://www.brookes.ac.uk)

University College Birmingham, [www.bcftcs.ac.uk](http://www.bcftcs.ac.uk)

University of Aberdeen, [www.abdn.ac.uk](http://www.abdn.ac.uk)

University of Bath, [www.bath.ac.uk](http://www.bath.ac.uk)

University of Brighton (agreement through USAC, <http://usac.unr.edu/>)

University of Bristol, [www.bristol.ac.uk](http://www.bristol.ac.uk)

University of Edinburgh, [www.ed.ac.uk/internat](http://www.ed.ac.uk/internat)

University of Essex, Faculty of Law, [www.essex.ac.uk/socrates](http://www.essex.ac.uk/socrates)

University of Hull, [www.hull.ac.uk](http://www.hull.ac.uk)

University of Leeds, [www.leeds.ac.uk](http://www.leeds.ac.uk)

University of Liverpool, [www.liv.ac.uk/management](http://www.liv.ac.uk/management)

University of Sheffield, [www.shaf.ac.uk](http://www.shaf.ac.uk)

University of Stirling, [www.stir.ac.uk](http://www.stir.ac.uk)

University of Strathclyde, [www.strath.ac.uk](http://www.strath.ac.uk)

University of Westminster, [www.westminster.ac.uk](http://www.westminster.ac.uk)

Warwick Business School, [www.warwick.ac.uk](http://www.warwick.ac.uk)

## URUGUAY

Universidad Católica del Uruguay, [www.ucu.edu.uy](http://www.ucu.edu.uy)

## USA

Belmont University, (Nashville TN), [www.belmont.edu](http://www.belmont.edu)

Benedictine University (near Chicago, IL), [www.ben.edu](http://www.ben.edu)

Bentley University, (Waltham near Boston, MA), [www.bentley.edu](http://www.bentley.edu)

Boston College (MA), [www.bc.edu](http://www.bc.edu)

Boston University (MA), [www.bu.edu](http://www.bu.edu)

Brandeis University, Graduate School of International Economics and Finance, (Waltham, MA), [www.brandeis.edu](http://www.brandeis.edu)

California Polytechnic State University (CalPoly), Orfalea College of Business (San Luis Obispo, CA), [www.calpoly.edu](http://www.calpoly.edu)

California State University System (CA), [www.calstate.edu](http://www.calstate.edu)

Case Western Reserve University, Weatherhead School of Management, (Cleveland, OH), [www.cwru.edu](http://www.cwru.edu)

Central Michigan University (Mount Pleasant, MI), [www.cmich.edu](http://www.cmich.edu)

City University of New York, Baruch College (NYC), [www.baruch.cuny.edu/](http://www.baruch.cuny.edu/)

Cornell University, Johnson Graduate School of Management, (Ithaca, NY), [www.cornell.edu](http://www.cornell.edu)

Emory University, Goizueta Business School (GA), [www.goizueta.emory.edu](http://www.goizueta.emory.edu)

George Washington University, Washington DC, [www.gwu.edu](http://www.gwu.edu)

Georgia State University, Robinson College of Business (GA), [www.gsu.edu](http://www.gsu.edu)

Indiana University, Kelley School of Business, (Bloomington, IN), [www.indiana.edu](http://www.indiana.edu)

Monterey Institute of International Studies, (Monterey, CA), [www.miiis.edu](http://www.miiis.edu)

NC State University, (Raleigh, NC), College of Business, [www.ncsu.edu](http://www.ncsu.edu)

New York University, L. Stern School of Business (NYC), [www.nyu.edu](http://www.nyu.edu)

Northwestern University, J.L. Kellogg School of Management, (Chicago, IL), [www.northwestern.edu](http://www.northwestern.edu)

Ohio State University. Fisher School of Business, [www.osu.edu](http://www.osu.edu)

Oregon State University, (Corvallis, OR), [www.osu.orst.edu](http://www.osu.orst.edu)

Penn State University, (University Park PA), [www.psu.edu](http://www.psu.edu)

Pepperdine University, Graziadio School of Business and Management (Malibu, CA), [www.pepperdine.edu](http://www.pepperdine.edu)

Portland State University, (Portland, OR), [www.pdx.edu](http://www.pdx.edu)

Purdue University, Krannert School of Management (West Lafayette, IN), [www.purdue.edu](http://www.purdue.edu)

Rensselaer Politechnic Institute, Lally School of Management and Technology, (Troy, NY), [www.rpi.edu](http://www.rpi.edu)

Southern Methodist University, Cox School of Business (Dallas, TX), [www.smu.edu](http://www.smu.edu)

State University of New York, Stony Brook (NY), [www.sunysb.edu](http://www.sunysb.edu)

Suffolk University, Sawyer School of Management (Boston, MA), [www.suffolk.edu](http://www.suffolk.edu)

Texas A & M University, Mays School of Business (College Station, TX), [www.tamu.edu](http://www.tamu.edu)

Tulane University, Freeman School of Business, (New Orleans, LA), [www.tulane.edu](http://www.tulane.edu)

University of Akron, (OH), [www.uakron.edu](http://www.uakron.edu)

University of California - Los Angeles, Anderson School of Business, (CA), [www.ucla.edu](http://www.ucla.edu)

University of Hawaii at Manoa, (HI), [www.hawaii.edu](http://www.hawaii.edu)

University of Maryland, Smith School of Business, (College Park, MD), [www.umd.edu](http://www.umd.edu)

University of Massachusetts, Amherst (MA), [www.umass.edu](http://www.umass.edu)

University of Michigan, School of Business, (Ann Arbor, MI), [www.umich.edu](http://www.umich.edu)

University of Minnesota, Carlson School of Management (Minneapolis, MN), [www.csom.umn.edu](http://www.csom.umn.edu)

University of North Carolina, Chapel Hill, Kenan Flagler School of Business (NC), [www.unc.edu](http://www.unc.edu)

University of North Carolina, Charlotte (NC), [www.belcollege.uncc.edu](http://www.belcollege.uncc.edu)

University of North Carolina Exchange Program (All 16 campuses) (NC), [www.uncep.org](http://www.uncep.org)  
University of Oregon, (Eugene, OR), [www.uoregon.edu](http://www.uoregon.edu)  
University of Pennsylvania, Wharton School (PE), [www.wharton.upenn.edu](http://www.wharton.upenn.edu)  
University of Richmond, Robins School of Business, (VA), [www.urich.edu](http://www.urich.edu)  
University of South Carolina, Moore School of Business, (Columbia, SC), [www.sc.edu](http://www.sc.edu)  
University of Southern California, Marshall School of Business, (Los Angeles, CA),  
[www.usc.ca](http://www.usc.ca)  
University of Texas at Austin, McCombs School of Business (TX), [www.utexas.edu](http://www.utexas.edu)  
University of Utah, (Salt Lake City, UT), [www.utah.edu](http://www.utah.edu)  
University of Washington, School of Business Administration, (Seattle, WA), [www.washing-  
ton.edu](http://www.washing-<br/>ton.edu)  
University of Wisconsin - La Crosse (WI), [www.uwlax.edu](http://www.uwlax.edu)  
University of Wisconsin - Madison, School of Business (WI), [www.wisc.edu](http://www.wisc.edu)  
Washington Semester program (Washington DC), [www.washingtonsemester.edu](http://www.washingtonsemester.edu)  
Washington State University, (Pullman, WA), [www.wsu.edu](http://www.wsu.edu)  
Willamette University, Atkinson Graduate School of Management, (OR), [www.willamette.edu](http://www.willamette.edu)

### **VENEZUELA**

Instituto de Estudios Superiores de Administracion (IESA), Caracas, [www.iesa.edu.ve](http://www.iesa.edu.ve)

# APPENDIX D

## Web-Links

### Study and university information:

Universities Worldwide: <http://univ.cc/index.html>  
Study at Nordic Business Schools: <http://www.norek.net>  
Study in the Øresund region: <http://www.studygateway.org>  
Study in the USA: <http://www.studyusa.com/>  
Study in Canada: <http://www.studyincanada.com>  
Advice on study in the USA (freemovers): <http://www.wemakeithappen.dk>  
Study in the UK: <http://www.britishcouncil.org/denmark/denmark-education.htm>  
Study in Germany: <http://www.goethe.de/ne/kop/deindex.htm>  
Study in France: <http://www.edufrance.net>  
Study in Australia and New Zealand: <http://www.studyaustralia.com.au/>  
Bilateral Cultural Scholarships for study in 28 countries: <http://www.ciriusonline.dk/>  
Fit for Europe: <http://www.fit-for-europe.info>

### Testing:

TOEFL, international (English): <http://www.toefl.org>  
TOEFL, institutional (English): <http://www.cbs.dk/departments/langcen>  
IELTS (English): <http://www.edudanmark.dk>  
DELTA /DALF (French): <http://www.amba-france.dk/GMAT>: <http://www.mba.com/mba>

### Accreditation and Rankings:

USnews: <http://www.usnews.com/usnews/home.htm>  
Business Week: <http://www.businessweek.com/bschools/index.html>  
AACSB: <http://www.aacsb.edu/>  
EQUIS: <http://www.efmd.org>

### Visa:

Visa for the US / State Department: <http://travel.state.gov/visa/index.html>  
Apply for visa to the US in Denmark: <http://www.usembassy.dk>  
Visa for Canada: [http://www.canada.org.uk/visa-info/e\\_index.htm](http://www.canada.org.uk/visa-info/e_index.htm)  
List of Embassies and consulates in Denmark:  
<http://www.um.dk/en/menu/AboutUs/TheProtocolDepartment/Publications/TheCopenhagenDiplomaticList/>  
Australian Department of Immigration & Multicultural & Indigenous Affairs (DIMIA) - [www.immi.gov.au](http://www.immi.gov.au)  
The Chilean Embassy - [www.chiledk.dk](http://www.chiledk.dk)  
The Costa Rican Embassy in Norway - [www.costarica.no](http://www.costarica.no)  
The Czech Embassy - [www.czechembassy.dk](http://www.czechembassy.dk)  
The Estonian Embassy - [www.estemb.dk](http://www.estemb.dk)  
The Israeli Embassy - [www.embassy-of-israel.dk](http://www.embassy-of-israel.dk)  
The Japanese Embassy - [www.dk.emb-japan.go.jp](http://www.dk.emb-japan.go.jp)  
The Lithuanian Embassy [www.lit-embassy.dk](http://www.lit-embassy.dk)  
The Peruvian Embassy - <http://www.peruembassy.se/>  
The Embassy of the Russian Federation in Denmark - [www.denmark.mid.ru](http://www.denmark.mid.ru)  
The South African Embassy: [www.southafrica.dk](http://www.southafrica.dk)

### Health information:

Information about health insurance in the EU from the Danish ministry of Health:  
<http://www.im.dk/im/site.aspx?p=2972>

Vaccinations: <http://www.vaccination.dk>  
Studenterforsikring: [www.studenterforsikring.dk](http://www.studenterforsikring.dk)

**Travel information:**

Advice from the Danish Ministry of Foreign Affairs:  
<http://www.um.dk/da/menu/Borgerservice/>  
Tourist offices all over the world: <http://www.towd.com>  
Lonely Planet: <http://www.lonelyplanet.com/>  
Fodors: <http://www.fodors.com>  
World Travel Guide: <http://www.worldtravelguide.net/>  
CIA World Factbook: <https://www.cia.gov/library/publications/the-world-factbook>  
Danish Embassies abroad:  
<http://www.um.dk/da/menu/OmOs/Organisation/AmbassaderMv/>

**Other Practical:**

Time and date: <http://www.timeanddate.com/>  
Route planner USA and Canada: <http://www.mapquest.com>  
Route planner Europe: <http://www.krak.dk>  
Exchange rates: <http://www.oanda.com>  
Get news from Denmark: [www.politiken.dk/weekly](http://www.politiken.dk/weekly)  
Maps: <http://www.mapquest.com>  
Weather: <http://www.weather.com>  
Dictionary (70 different languages with pronunciation): <http://www.travlang.com/languages/>  
Collection of travel links: <http://www.rejse-guide.dk/>

# APPENDIX E

## Udlandsstipendier

### - En hel eller delvis betaling af undervisningsafgift i udlandet

Skal du til udlandet på studieophold eller tage en hel kandidatuddannelse kan du udover din SU søge om et udlandsstipendium i op til to år. Du kan kun få udlandsstipendium til udenlandske videregående uddannelser, hvor du skal betale studieafgift.

### Sådan starter du ansøgningen:

På SU's hjemmeside, [www.su.dk](http://www.su.dk), kan du læse alt om reglerne for at søge udlandsstipendium. For eksempel hvilke takster der gælder for den uddannelse du søger ind på, hvilke dokumenter du skal udfylde, hvilken rækkefølge hele ansøgningsprocessen foregår i og meget anden relevant information. Læs disse retningslinjer grundigt igennem.

Du kan som udgangspunkt søge udlandsstipendium til 2 typer ophold:

1. **Meritgivende studieophold** der indgår i din uddannelse på CBS – altså f.eks. hvis du vil på studieophold i et eller to semestre som free-mover. Du kan kun få udlandsstipendium til studieopholdet, hvis studienævnet på dit studie vil give dig fuld merit for opholdet. Dette skal du have forhåndsgodkendt inden du starter på opholdet (se dit studiums hjemmeside på e-campus for formalia og frister i relation til forhåndsgodkendelse af studieophold). Du skal også selv søge optagelse på det udenlandske universitet og skaffe dokumentation for optagelse, betaling af studieafgift mv.

**CBS udvekslingsaftaler med studieafgift** CBS har et begrænset antal udvekslingsaftaler på partneruniversiteter, hvor du som studerende skal betale hel eller reduceret studieafgift. Du kan få udlandsstipendium til studieopholdet, hvis studienævnet på dit studie vil give dig fuld merit for opholdet. Dette skal du have forhåndsgodkendt inden du starter på opholdet.

*Ansøgninger om udlandsstipendium til studieophold søges gennem SU-kontoret på CBS. Ansøgningsskema kan hentes på SUs hjemmeside på [www.e-campus.dk](http://www.e-campus.dk).*

2. Hele uddannelser på kandidatniveau i udlandet, der varer op til to år. For at få udlandsstipendium til hele uddannelser på kandidatniveau, skal uddannelsen være SU-berettiget, og uddannelsen skal være nomeret til mellem 60 og 120 ECTS point. På SU Styrelsens hjemmeside under "Udlandsstipendium" kan du finde en liste over godkendte uddannelser du kan søge udlandsstipendium til samt ansøgningsskema.

Hvis det universitet, du ønsker at søge ind på, ikke står på listerne, skal du rette henvendelse til det Internationale Kontor på CBS for yderligere vejledning. Din henvendelse skal sendes til International Programkoordinator Scott Lewis, [sl.intoff@cbs.dk](mailto:sl.intoff@cbs.dk) For at kunne behandle din henvendelse skal du i første omgang:

- Have ansøgt om ret til SU og have tilstrækkeligt med SU-klip tilbage
- Have udfyldt ansøgningsskema om udlandsstipendium til SU styrelsen
- Være optaget på den udenlandske betalingsuddannelse

Når CBS har modtaget tilstrækkelig information kan vi færdigbehandle din sag, og vurdere om universitetet/uddannelsen ville kunne godkendes ud fra et fagligt synspunkt. Dernæst sendes vores afgørelse videre til SU styrelsen, som foretager den endelige sagsbehandling.

*Ansøgninger om udlandsstipendium til hele kandidatuddannelser søges gennem SU styrelsen. Ansøgningsskema findes på [www.su.dk](http://www.su.dk)*

# APPENDIX F

## How to write a resume (CV – Curriculum Vitae)

At the International Office our experience has been that a lot of students do not know how to write a proper resume. Therefore, we will here provide you with a few guidelines. On e-campus.dk > Study Abroad > Departure Preparation, you can see an example of a full resume. It is a good idea to individualize your resume so it does not look exactly like someone else's. However, it should include the following points:

**General information:** full name, address, country, e-mail address and phone number(s) as well as birth date and year.

**Education:** the name of all the institutions you have a degree from, e.g. high school, university etc., the title of your degree and study program as well as the dates – from the date the program began to the day it ended.

**Professional/job experience:** state all job positions you have held that are relevant for the job or the study program you are applying for – start with the last position you held or your current one, remember to include company name, approximate number of hours worked per week, job responsibilities and the time period for when you held the position.

### An example could be:

**January 2008 – February 2009:** CBS Bank – Markets, Frederiksberg, Denmark  
(Part-time 25 hours/week)

**Job title/description:** *Trader and assistant for trading desk*

**Duties:** In charge of executing trades for private and commercial clients.

Provided broker service for foreign commercial clients.  
Managing tasks and executing deals.  
Responsible for risk management for a professional trading portfolio.

**December 2006 – December 2007:** CBS, Frederiksberg, Denmark  
(Part-time 15 hours/week)

**Job title/description:** *Assistant in the Finance Department*

**Duties:** Worked with various Back Office tasks.  
Assisted in collecting data for the Financial Statements.

**Extracurricular Activities:** state all extra activities that you have participated in, your responsibilities and the time period.

You should also include your language competencies and any other extra competencies relevant for the job. If you have any international experience, make sure to include that as well.

**It can be a good idea to include something about you personally:** what you do in your spare time and which characteristics you possess.

# APPENDIX G

## Definition of terms

**Bilateral agreement:** Exchange agreement between two partner institutions allowing an equal number of students to be exchanged every year.

**Certified copy:** A copy of important documents such as a grade transcript stamped and signed by e.g. the International Office or the Study Secretariat. By signing and stamping the document, the signing party acknowledges to have seen the original documents. Many partner universities require certified copies of important documents when students apply for an exchange place.

**Credit transfer:** Upon return from the host university, the student has to apply for final credit transfer of the courses that were taken while on exchange towards the degree that he or she is taking at CBS. The application has to be handed in to the study board.

**Enclosures:** The supplementary information and documents that need to be attached when applying for exchange.

**Erasmus program:** Erasmus is the European Commission's flagship educational program for Higher Education students, teachers and institutions. It provides opportunities for students to study or work abroad as part of their degree.

**Exchange student:** A student that participates in an exchange semester at another education institution abroad usually without having to pay tuition fees.

**Financial letter/doc.:** A statement or letter issued from the bank stating that the student has a sufficient amount of money in the bank account to cover living expenses abroad for one semester. The SU Office at CBS also issues a document stating that the student receives a monthly grant from the state. This is also considered a financial letter. Private grants and funds can also be included in the financial documentation that some students have to submit to their host university.

**Free-mover:** A student going on exchange to a university that is not a partner with CBS or without having a place through the International Office. The student takes care of all the arrangements him/herself. The student cannot receive help in planning the semester from CBS' International Office.

**GPA:** Grade Point Average of the grades received during the study program.

**Graduate:** A student studying for his or hers Master's degree. Post-graduate is also a Master student.

**International student:** When host universities use this term, they are often referring to their international full degree students and not to exchange students. Note that most universities' web-sites feature a section for international students and another section for exchange students.

**Learning agreement:** The agreement between the exchange student and the host university that states which courses the student has enrolled in and ensuring that the student's courses can be pre-approved by the home institution. This only applies to students studying in Europe and not all universities demand a learning agreement. The document can be picked up at the International Office reception.

**Pre-approval:** All students have to apply for pre-approval of credit transfer to their study board before going on exchange or in the beginning of the exchange semester. All the chosen courses have to be pre-approved before they can be credit transferred.

**Pre-requisite:** A course or several courses that the students need to have taken before being able to follow a certain course. For instance if a student wants to take a marketing course abroad, the partner institution might require a pre-requisite, i.e. that the student has previous knowledge and experience within marketing in order to be able to follow a more advanced course.

**Resume/CV:** Curriculum vitae – 1-2 pages that describe your previous job experience, education, extracurricular activities and include the most important general information about you and perhaps also a few references.

**Study abroad student:** In many countries, especially in Australia, a study abroad student is a student studying abroad for one semester and paying tuition fees. Thus the host institution might not have an agreement with the student's home institution, and the student is not an exchange student nominated through CBS' International office.

**Transcript:** An official paper containing the student's grades issued by the host or home institution.

**Tuition fee:** A fee that the student has to pay for the tuition (courses) he or she receives when abroad. Please note that most CBS students exchanged through CBS' International Office are exempt from paying tuition fees.

**Undergraduate:** A student studying for his or her Bachelor's degree.

**Waive:** To waive for instance tuition fees means to be free from having to pay tuition.

















